

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

**Updated:**  
Friday, April 20, 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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 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 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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Bimonthly All-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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**Circle of change: November 30 - December 2**

Registration:

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

\$ 25	x	14		\$ 350
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Mileage:

18 miles x 2 (roundtrip) x 3 days = 18\*.545 = \$9.81 x 2 (roundtrip) = \$19.62 x 3 (days) = \$58.86

\$ 58.86	x	3	drivers	\$ 177
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<b>Grand Total</b>	<b>\$ 1,437</b>
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 2018-19 Operating Budget Review Draft

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 Administration

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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	\$ 1,248.00	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

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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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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	\$ 334.00	x	8	\$ 2,672.00
- Telephone Usage	\$ 35.00	x	12	\$ 420.00
			Total	<b>\$ 3,092.00</b>

- 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			
				<b>\$ 1,500.00</b>

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

<b>Total Cost</b>	<b>\$ 5,442.00</b>
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Associated Students, Inc.  
2018-19 Operating Budget Review Draft  
Administration

Associated Students, Inc.  
Administration

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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 \$ -

1 Front Desk (Next refresh required 2017)

\$	1,150.00	x	0	=	\$	-
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4 Administrative Assistant Office (Next refresh required 2020)

\$	1,150.00	x	0	=	\$	-
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3 Professional Staff (Next refresh required 2016)

\$	1,150.00	x	0	=	\$	-
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Executive Officer Printer Replacement	0	x	\$ 300.00		\$	-
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Associated Students, Inc.  
2018-19 Operating Budget Review Draft  
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Administration

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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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2018-19 Operating Budget Review Draft  
Administration

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Administration

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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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Associated Students, Inc.  
2018-19 Operating Budget Review Draft  
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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 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
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AS Advisor Summit/CHESS

- Hotel rate 1 x 2 days x \$200	\$	400	
- Airfare & Shuttle	\$	250	
- Per diem (\$55 per day X 2 days) x 1	\$	110	
- Conference Registration \$175.00 x 1	\$	175	
			\$ 935

<b>Grand Total</b>	<b>\$</b>	<b>8,438</b>
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Administration

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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>
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Administration

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CS-AUDITING SERVICES

2018-19
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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
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CSU Annual Auxiliary Audit Assessment	\$ 1,093.00
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<b>Grand Total</b>	<b>\$ 22,718.00</b>
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Associated Students, Inc.  
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Administration

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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>
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Administration

Associated Students, Inc.  
Administration

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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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Administration

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Administration

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LEGAL SERVICES- Litigation Cost

Legal Services	\$ 7,000.00
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<b>Grand Total</b>	<b>\$ 7,000.00</b>
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Administration

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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)							\$		-

<b>Grand Total</b>	<b>\$ 22,453.20</b>
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