

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

Updated:
Friday, May 4, 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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| | | |
|---------------|--------------|---------------|
| 660009 | 00001 | 780000 |
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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 | \$ | - |
|------------|----|---|-----|---|---|-----------|----|---|

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 |
|----|----|---|----|--|--|--|----|-----|

Adobe Max Conference for Student Assistant - October 15-17 2018

| | | | | | | | | |
|----------------|---|---|--------|---|--|------|----|-----|
| Registration | 2 | x | \$ 450 | | | | \$ | 900 |
| Transportation | | | | | | | \$ | 100 |
| Per Diem | 2 | x | \$ 24 | x | | 2 | \$ | 96 |
| | | | | | | days | | |

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 |
|----|-------|---|---|---------|--|--|----|-----|

| | |
|--------------------|-----------------|
| Grand Total | \$ 2,533 |
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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 |
| Grand Total | | | | | \$ 1,016.00 |

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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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| 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 (\$25 X 12) \$ 300.00

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 \$ 5,142.00

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| 607010 | 00001 | 780000 |
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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 | = | \$ | - |
|----|----------|---|---|---|----|---|

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 | | \$ | - |
|---------------------------------------|---|---|-----------|--|----|---|

| | | |
|--|----|---|
| | \$ | - |
|--|----|---|

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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

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|--------------------|--------------------|
| 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 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) 3&9 Adj

| | | |
|---|----|------|
| - Hotel rate (\$275.00 per day x 1 day x 1) | \$ | 275 |
| - Registration Fee \$125 x 1 | \$ | 124 |
| - Airfare/Car Rental Mileage \$100 x 1 | \$ | 100 |
| - Per diem (\$55 per day x 1 day) X 2 | \$ | 55 |
| | | \$ - |

Fitting the Pieces Together Conference (Intef or designee) 3&9 Adj

| | | |
|---|----|------|
| - 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 | \$ | 149 |
| - Per diem (\$55 per day x 2 day) X 1 | \$ | 110 |
| | | \$ - |

Local Mileage Expense \$ 100 x 2 \$ 200

AS Advisor Summit/CHESS 3&9 Adj

| | | |
|--|----|------|
| - 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 |
| | | \$ - |

| | | |
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| Grand Total | \$ | 5,863 |
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CS-ACCOUNTING

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| University Chargebacks for Accounting Services | |
| - Accounting Services (\$13,354.63 X 4) | \$ 57,560.00 |

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| Grand Total | \$ 57,560.00 |
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CS-AUDITING SERVICES

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|---------|
| 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

CSU Annual Auxiliary Audit Assessment \$ 1,093.00

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| Grand Total | \$ 22,718.00 |
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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 |

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| 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

| | | |
|----------------|--------------------|-------------|
| | 3&9 Adj | |
| Legal Services | \$ 7,000 | \$ 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 |
|--------------------|---------------------|