

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
2018-19 Proposed 3&9 Budget Review
Administration

Updated:
Friday, October 26, 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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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	x	350		\$	-
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Adobe Max Conference for Student Assistant - October 15-17 2018

Registration	2	x	\$ 450				\$	900
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Transportation			\$ 100				\$	100
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Per Diem	2	x	\$ 24	x			\$	96
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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	x		drivers	\$	177
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Grand Total								\$	2,183
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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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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	\$ 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
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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)			
http://csuaoa.org/conference/			
- Registration Fee \$595	\$	595.00	
- Hotel rate \$261 per day x 5 days	\$	1,305.00	
- Parking \$15 x 5 days	\$	60.00	
- Car Rental/Mileage \$250 x 1 person/212 miles x \$.545			
- Per diem \$24 dinner x 2	\$	-	
			\$ 1,960.00
AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & ED)			
- Hotel rate (\$200.00 per day x 2 day x 2)	\$	45	
- Registration Fee \$0 x 2	\$	-	
- Airfare/Car Rental Mileage \$100 x 2	\$	63	
- Per diem (\$24 per day x 1 day) X 2	\$	24	
			\$ 132

AOA Financial Services - Regional Meeting (Dena)			
- 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 (ED or designee) 6&6 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
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AS Advisor Summit/CHES			
- 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	\$ -
			\$ -

Grand Total				\$ 2,292
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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

2018-19

Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)	\$ 16,125.00
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**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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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

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
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Grand Total	\$ 8,000.00
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LEGAL SERVICES- Litigation Cost

Legal Services	\$ 5,000.00
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Grand Total	\$ 5,000.00
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