

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
2018-19 Proposed 6&6 Budget Review  
Administration

**Updated:**

Friday, February 1, 2019

**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	\$ -

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
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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
Transportation			\$ 100			\$ 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
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<b>Grand Total</b>	<b>\$ 2,183</b>
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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>

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BANK CHARGES

Monthly services (statements, canceled checks, and new checks)

Bank Charges	6	months	x	\$280.00	\$1,680.00
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Grand Total	\$1,680.00
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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 (\$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			
				<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>\$ 5,142.00</b>
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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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	\$	-
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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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CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

<b>Grand Total</b>	<b>\$ 5,000.00</b>
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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)		
<a href="http://csuaaa.org/conference/">http://csuaaa.org/conference/</a>		
- 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)		<b>6&amp;6 adj.</b>
- 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/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
		\$ -

<b>Grand Total</b>	<b>\$</b>	<b>3,376</b>
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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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CS-AUDITING SERVICES

2018-19
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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 coporprate 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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CS-Fee Collection Services

Fee Collection Servi	\$	-	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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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	\$ 5,000.00
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<b>Grand Total</b>	<b>\$ 5,000.00</b>
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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
<b>Cost of heating and cooling, electricity, gas, water, and sewer.</b>								
								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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