

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

Updated:

Friday, April 19, 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	\$	-
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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:

\$	250	x	4				\$	1,000
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Adobe Max Conference for Student Assistant - October 15-17 2018

Registration	3	x	\$ 450				\$	1,350
Transportation			\$ -				\$	150
Per Diem	0	x	\$ 24	x		2	\$	-
						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	\$ 3,587
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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	\$166.67	\$2,000.00
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Grand Total	\$2,000.00
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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	\$ 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	\$ 333.33			
Fall	\$ 333.33			
Spring	\$ 333.33			
				\$ 1,000.00

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	\$ 4,642.00
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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	=	\$	-
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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	1	x	\$ 300.00		\$ 300.00
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	\$ 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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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)	\$ 20,900.00

**CSU & IRS required external annual audit and preparation
financial statements.**

Tax Services and CSULA Processing Fee	\$ 2,900.00
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

Grand Total	\$ 26,893.00
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CS-Fee Collection Services

Fee Collection Service	\$ -	summer			
	\$ 5,605.45	fall	Semester		
	\$ -	winter			
	\$ 5,016.51	spring	Semester		\$ 10,621.96

Grand Total	\$ 10,621.96
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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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