# 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

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

### Associated Students, Inc.

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 S	taff Develop	ment								
- Hospitality Adm	1	7	Χ	\$5		X		2	development	\$	70.00
SG		7	X	\$5		X		2	development	\$	70.00
- Supplies		14	X	\$5		X		0	trainings	\$	-
Bimonthly All-S	Staff Trai	ining									
- Hospitality		14	X	\$15		X		3	staff trainings	\$	630.00
Student Appre	ciation E	Event(s)	14	Х	\$5	5.00		2		\$	140.00
Circle of char Registration:	nge: No	vember 30	- Decem	ber 2							
, region emein	\$	250	X	4						\$	1,000
Adobe Max Co	onference	e for Studen	t Assista	nt - Octobe	r 15-1	7 20 <sup>-</sup>	18				
	Regist			3	Х		\$	450		\$	1,350
	Transp	oortation					\$	-		\$	150
	Per Di	em	0	Χ	\$	24	Χ		2	\$	-
									days		
Mileage:											
18 miles x 2 (	roundtrip	) x 3 days =	18*.545	$= $9.81 \times 2$	2 (rou	ndtrip	) =	\$19.62	2 x 3 (days) = \$5	8.86	;
	\$	58.86	Χ	3	driv	ers				\$	177

Grand Total	\$	3,587
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# Associated Students, Inc. CALIFORNIA STATE UNIVERSITY, LOS ANGELES 2018-19 Operating Budget Review Draft

### **Associated Students, Inc.**

#### 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 Du	ıes			\$ 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>				\$ 1,016.00

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Associated Students, Inc. Administration

**BANK CHARGES** 

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

Bank Charges 12 months x \$166.67 \$2,000.00

Grand Total \$2,000.00

### 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 centas 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.

U	lni۱	/ersit\	/ Char	gebacks

- 3 Compaq Computers (Administrative Offices) - Next refresh required fall 2018 \$

1 Front Desk (Next refresh required 2017)

1,150.00 x 0 = 5

4 Administrative Assistant Office (Next refresh required 2020)

3 Professional Staff (Next refresh required 2016)

1,150.00 x 0 = -

Executive Officer Printer Replacement 1 x \$ 300.00 \$ 300.00

\$ 300.00

### Associated Students, Inc. Administration

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### PAYROLL CHARGES

			Pay Periods		
ADP Payroll Services Charge	\$ 210.00	Х	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 empl	ovee inform	check	cancellation etc	.)	

<b>Grand Total</b>	\$	7,105.00
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Associated Students, Inc. Administration

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**CS-Human Resources** 

Human Resources - Cal State LA

\$ 5,000.00

**Grand Total** \$ 5,000.00

### **Associated Students, Inc.**

### Administration

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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.

					\$	4,354
- Per diem (\$55 per day X 2 days) x 1 - Conference Registration \$175.00 x 1	\$	110 175			\$	-
- Hotel rate 1 x 2 days x \$200 - Airfare & Shuttle	\$ \$	400 250				
AS Advisor Summit/CHESS	3&9	-				
Local Mileage Expense \$ 100 x		2			\$	200
					\$	-
- Per diem (\$55 per day x 2 day) X 1	\$	110				
<ul><li>Registration Fee \$275 x 1</li><li>Airfare/Car Rental Mileage \$150 x 1</li></ul>	\$ \$	275 149				
- Hotel rate (\$275.00 per day x 2 day x 1)	\$	550				
Fitting the Pieces Together Conference (Intef or designee	3&9	-				
					ψ	500
- Per diem (\$55 per day x 1 day) X 2					<b>\$</b>	110 500
- Airfare/Car Rental Mileage \$100 x 1					\$	140
- Registration Fee					\$	250
- Hotel rate (\$275.00 per day x 1 day x 1)					\$	-
AOA Financial Services - Regional Meeting (Dena)						
- Per diem (\$55 per day x 1 day) X 2		,	\$	-	\$	-
- Airfare/Car Rental Mileage \$100 x 2			\$	-		
- Registration Fee \$0 x 2			\$ \$	-		
AOA ASI/Union Meeting X 1 per year - Regional Meeting - Hotel rate (\$200.00 per day x 2 day x 2)	(Dena	a & EC	)) \$	-		
- Per diem \$24 dinner x 3			\$	48.00	\$	3,154.00
- Car Rental/Mileage \$250 x 1 person/212 miles x \$.545 x	x 2		\$	236.00		
- Parking \$20 x 3 days x 2			Ψ \$	120.00		
- Hotel rate \$275 per day x 3 days x 3			\$ \$	1,100.00 1,650.00		
- Registration Fee \$550 x 3						

Associated Students, Inc. Administration

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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

Associated Students, Inc. Administration

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**CS-AUDITING SERVICES** 

Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)

2018-19 \$ 20,900.00

### CSU & IRS required external annual audit and prepration financial statements.

Tax Services and CSULA Processing Fee \$		
Cost to annualy file and prepare our coporprate taxes with the IR	S	
Actuarial Services	\$	2,000.00
CSU Annual Auxiliary Audit Assessment	\$	1,093.00

**Grand Total** \$ 26,893.00

### **Associated Students, Inc.**

### **Administration**

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### CS-Fee Collection Services

Fee Collection Servic\$ - summer

\$ 5,605.45 fall Semester

\$ - winter

\$ 5,016.51 spring Semester \$ 10,621.96

**Grand Total** \$ 10,621.96

### **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

Associated Students, Inc. Administration

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**LEGAL SERVICES- Litigation Cost** 

Legal Services \$ 5,000.00

**Grand Total** \$ 5,000.00

**Associated Students, Inc.** 

**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) \$

**Grand Total** \$ 22,453.20