

Associated Students, Inc.
California State University, Los Angeles
2019-20 Operating Budget Detail - 3 & 9 Draft

Administration

Updated:

Thursday, October 24, 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 ASI 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

Bimonthly All-Staff Training

- Hospitality	13	x	\$15	x	3		\$	585.00
- Supplies							\$	150.00

Circle of change: November 30 - December 2

Registration	4	x	\$ 250				\$	1,000
Transportation	35.6	x	\$ 0.58	\$	20.65	\$	\$	248
<i>35.6 miles roundtrip x .58 = \$20.65 x 3 days x 4 students</i>								
Per Diem	4	x			0		\$	-

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

Registration	3	x	\$ 450				\$	1,350
Transportation	36	x	\$ 0.58	\$	20.88	\$	\$	188
<i>36 miles roundtrip x .58 = \$20.88 x 3 days x 3 students</i>								
Per Diem	3	x			0		\$	-

Grand Total								\$3,520.70
							<i>Less</i>	<u>\$ (686.60)</u>
								\$2,834.10

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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, ASI, & 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 \$100.00 \$1,200.00

Grand Total \$1,200.00

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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

- Desktop Computer Systems (Administration) - Next refresh required Fall 2020 \$ -

1 - Front Desk

\$ 2,500.00 x 0 =

2 - Administrative Assistants

\$ 2,500.00 x 0 =

3 - Professional Staff

\$ 2,500.00 x 0 =

- All-in-one Printer 1 x \$ 300.00 \$ 300.00

Grand Total	\$ 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

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 12-15 - 2020 Loes Coronado Bays Resort, Coronado, CA (ED & OM)

<http://csuaoa.org/conference/>

	<u>Rate</u>	<u>Days</u>	<u>Attendees</u>			
- Registration Fee	\$ 550.00		2	\$	1,100.00	
- Hotel rate	225	3	2	\$	1,350.00	
- Parking	20	3	2	\$	120.00	
- Car Rental/Mileage				\$	298.58	
128.7 miles x 2 = 257.4 (roundtrip) x .58 = \$149.29 x 2 = 298.58						
- Per diem	\$ 24.00	1	2	\$	48.00	
1 - Dinner						
				\$	2,916.58	\$ 2,916.58

AOA ASI/Union Meeting - Southern California Campus

	<u>Rate</u>	<u>Days</u>	<u>Attendees</u>			
- Registration Fee	\$ -		2	\$	-	
- Hotel rate	225	2	2	\$	900.00	
- Parking	20	2	2	\$	80.00	
- Car Rental/Mileage				\$	58.00	
25 miles x 2 = 50 (roundtrip) x .58 = \$29 x 2 = \$58						
- Per diem	\$ 24.00	0	2	\$	-	
				\$	1,038.00	\$ 1,038.00

AOA Financial Services - October 10-11 - Irvine, CA (OM)

	<u>Rate</u>	<u>Days</u>	<u>Attendees</u>			
- Registration Fee	\$ 195.00		1	\$	195.00	
- Hotel rate	225	1	1	\$	225.00	
- Parking	20	1	1	\$	20.00	
- Car Rental/Mileage				\$	45.70	
39.4 miles x 2 = 78.8 (roundtrip) x .58 = \$45.70 x 1 = \$45.70						
- Per diem	\$ 24.00	0	1	\$	-	
				\$	485.70	\$ 485.70

Fitting the Pieces Together Conference - November 6-8, San Francisco (ED or Designee)

	<u>Rate</u>	<u>Days</u>	<u>Attendees</u>			
- Registration Fee	\$ 275.00		1	\$	275.00	
- Hotel rate	275	3	1	\$	825.00	
- Parking	25	2	1	\$	50.00	
- Airfare	120	1	1	\$	120.00	
- Per diem	\$ 24.00	0	1	\$	-	
				\$	1,270.00	\$ 1,270.00

AS Advisor Summit/CHES - March 2020, Sacramento, CA (ED or Designee)

- Registration Fee	\$ 100.00		1	\$	100.00	
- Hotel rate	275	0	1	\$	-	
- Parking	25	0	1	\$	-	
- Airfare	120	1	1	\$	120.00	
- Transportation	15	2	1	\$	30.00	
- Per diem	\$ 24.00	0	0	\$	-	
				\$	250.00	\$ 250.00

Reviewed @ 3 & 9

Grand Total				\$	5,960.28	
				<i>Less</i>	<i>\$ (1,162.26)</i>	
					<i>\$ 4,798.02</i>	

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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
<i>CSU & IRS required external annual audit and preparation financial statements.</i>	
Tax Services and CSULA Processing Fee Cost to annually file and prepare our coporate taxes with the IRS	\$ 2,900.00
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 Services	\$	-	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
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
<i>Cost of heating and cooling, electricity, gas, water, and sewer.</i>							
Custodial Services	2835 Sq.Feet	x	\$0.42	12	months	\$ 14,288.40	\$ 1,190.70
Floor Maintenance						\$	-
<i>(gloss, buffing floor one time per year)</i>							

Grand Total							\$ 22,453.20
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