

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

Administration

**Updated:**  
Friday, October 11, 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			\$	-

<b>Grand Total</b>	<b>\$3,520.70</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, ASI, & UAS)	\$ 416.00
Progressive Business Compliance		\$ 50.00

<b>Grand Total</b>		<b>#####</b>
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BANK CHARGES

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

Bank Charges	12	months	x	\$100.00	\$1,200.00
<b>Grand Total</b>					<b>\$1,200.00</b>

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Account	Supplies and Services	660830	660950	00001
	Postage & Freight	660800	660950	00001
	Telephone Usage	604001	660950	00001
	Telephone Equipment Lease	604822	660950	00001

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 certain Administrative costs. Due to usage patterns we were able to reduce projected annual expenses.*

- Livescan \$ 190.00 x 6 \$ 1,140.00

*Livescan costs for new hires*

- Office Chair Reupholstering \$ 5,200.00

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 \$ 350.00  
 Fall \$ 350.00  
 Spring \$ 350.00

\$ 1,050.00

*With ASI'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

**Grand Total \$ 11,032.00**

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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

<b>Grand Total</b>	<b>\$ 300.00</b>
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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>\$</b>	<b>7,105.00</b>
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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/>

	Rate	Days	Attendees			
- 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	
	<i>128.7 miles x 2 = 257.4 (roundtrip) x .58 = \$149.29 x 2 = 298.58</i>					
- Per diem	\$ 24.00	1	2	\$	48.00	
	<i>1 - Dinner</i>					
				\$	2,916.58	\$ 2,916.58

AOA ASI/Union Meeting - Southern California Campus

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

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

	Rate	Days	Attendees			
- 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	
	<i>39.4 miles x 2 = 78.8 (roundtrip) x .58 = \$45.70 x 1 = \$45.70</i>					
- Per diem	\$ 24.00	0	1	\$	-	
				\$	485.70	\$ 485.70

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

	Rate	Days	Attendees			
- 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/CHESS - 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

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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

	<u>2018-19</u>
Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)	\$ 20,900.00
<i>CSU &amp; 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
<b>Grand Total</b>	<b>\$ 26,893.00</b>

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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

<b>Grand Total</b>					<b>\$ 10,621.96</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
<b>Grand Total</b>	<b>\$</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	
<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>								

<b>Grand Total</b>								<b>\$ 22,453.20</b>
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