

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

Administration

Updated:

Thursday, November 14, 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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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
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Grand Total					\$1,200.00
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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 cents 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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Account	607010	00001	780000
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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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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 & IRS required external annual audit and preparation financial statements.</i>	
Tax Services and CSULA Processing Fee Cost to annually file and prepare our coporprate 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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Account	613932	00001	780000
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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

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**