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

Administration

Account	660009	00001	780000

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-Sta	aff Training						
- Hospitality	13	Χ	\$15	Х	3		\$ 585.00
- Supplies							\$ 150.00
Circle of chang	e: November 30 - De	cember 2					
	Registration		4	Х	\$ 250		\$ 1,000
	Transportation		35.6	Х	\$ 0.58	\$ 20.65	\$ 248
	35.6 miles roundtrip	$0 \times .58 = $20.$	65 x 3 days x	4 students			
	Per Diem		4	Χ	0		\$ -
Adobe Max Cor	nference for Student	Assistant - (October 15-17	2018			
	Registration		3	Х	\$ 450		\$ 1,350
	Transportation		36	Х	\$ 0.58	\$ 20.88	\$ 188
	36 miles roundtrip x	c.58 = \$20.88	8 x 3 days x 3	students			
	Per Diem		3	Χ	0		\$ -
Grand Total							\$3,520.70

Administration

Account	660950	00001	780000

DUES / SUBS / PUBLICATIONS

Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc.

Auxiliary Organizations Associat	ion	Dues				\$	550.00
NACAS Dues	\$	1,248.00	X	3	(Split between U-SU, ASI, & UAS)	\$	416.00
Progressive Business Complian	се					\$	50.00
Grand Total						\$ 1	1,016.00

Administration

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

Administration

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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	
ENSES (SUPPLIES & SERVICES)					

OPERATING EXPE

University Chargebacks - Telephone Equipment Fee	\$ 334.00	Х	8	\$ 2,672.00
- Telephone Usage	\$ 35.00	Х	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 .

- Livescan

190.00 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

Administration

Account	607010	00001	780000

LEASE EQUIPMENT/TECHNOLOGY RELATED

This line-item address the organizations technology needs via computer purchases, copier, and printer rentals.

University Chargebacks

Grand Total

- Desktop Computer Systems (Administration) - Next refresh required Fall 2020 \$ 1 - Front Desk \$ 2,500.00 0 2 - Administrative Assistants \$ 2,500.00 0 3 - Professional Staff 2,500.00 0 - All-in-one Printer 1 \$ 300.00 300.00

\$ 300.00

Account 660943

(i.e. set up, change of employee inform., check cancellation etc.)

- Quarterly Reports

- Miscellaneous costs

- W-2's

Administration

780000

100.00

195.00

500.00

\$

00001

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

Grand Total	ţ.	7 105 00

Administration

Account	613931	00001	780000

CS-HUMAN RESOURCES

Human Resources - Cal State LA \$ 5,000.00

Grand Total \$ 5,000.00

Administration

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Account	606800	00001	780000

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/c			. ,	.,			
<u></u>		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		
128.7 miles x 2 = 257.	4 (roundtrip) x	.58 = \$149.2	29 x 2 = 29	8.58			
- Per diem	\$	24.00	1	2	\$ 48.00		
1 - Dinner						\$ 2,916.58	\$ 2,916.58
AOA ASI/Union Mosting South	orn California (Compus					
AOA ASI/Union Meeting - South	erri Calliornia (Rate	Days	Attendees			
- 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 (rour	ndtrip) x .58 = \$	329 x 2 = \$5	8				
- Per diem	\$	24.00	0	2	\$ -		
						\$ 1,038.00	\$ 1,038.00
AOA Financial Services - Octob	er 10-11 - Irvir	ne, 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		

		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		
39.4 miles x 2 = 78.8 (roundtr	ip) x .58	R = \$45.70 x	1 = \$45.70	0			
- Per diem	\$	24.00	0	1	\$ -		
						\$ 485.70	\$ 485.7

\$ 1,270.00

250.00

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

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	\$ -	

Reviewed @ 3 & 9

\$ 5,960.28 **Grand Total**

Administration

CS-ACCOUNTING

University Chargebacks for Accounting Services

- Accounting Services (\$13,354.63 X 4)

\$ 57,560.00

Grand Total \$ 57,560.00

Administration

Account	613804	00001	780000

CS-AUDITING SERVICES

CO-AODITINO SERVICES	2018-19
Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)	\$ 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 IRS	\$ 2,900.00
Actuarial Services	\$ 2,000.00
CSU Annual Auxiliary Audit Assessment	\$ 1,093.00
Grand Total	\$ 26,893.00

Administration

Accour	t	613932	00001	780000
CS-Fee Collection Services				
Fee Collection Services	\$	-	Summer	
	\$	5,605.45		Semester
	\$	-	Winter	
	\$	5,016.51	Spring	Semester
Grand Total				

Administration

Account	660880	00001	780000

<u>INSURANCE</u>

Cost of insurance related to specific activities/programs. Other organizational insurance.

CSURMA - Insurance Renewal \$ 8,000.00

Grand Total \$ 8,000.00

Administration

Account	660810	00001	780000

LEGAL SERVICES- Litigation Cost

Legal	Services	\$	5,000.00
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Grand Total	\$	5,000.00
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Administration

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Account	660041	00001	780000

<u>UNIVERSITY CHARGEBACKS - U-SU Space Lease</u>

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.

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