ADMINISTRATION

Updated: Friday, November 22, 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-Stat	ff Training						
- Hospitality	13	Х	\$15	Х	3		\$ 585.00
- Supplies							\$ 150.00
Circle of change	: November 30 - Decer	nber 2					
	Registration		4	Х	\$ 250		\$ 1,000
	Transportation		35.6	Х	\$ 0.58 \$	20.65	\$ 248
	35.6 miles roundtrip x .	58 = \$20.	65 x 3 days x 4	4 students			
	Per Diem		4	Х	0		\$ -
Adobe Max Conf	erence for Student Ass	sistant - C	October 15-17	2018			
	Registration		3	Х	\$ 450		\$ 1,350
	Transportation		36	Х	\$ 0.58 \$	20.88	\$ 188
	36 miles roundtrip x .58	3 = \$20.88	8 x 3 days x 3 s	students			
	Per Diem		3	Х	0		\$ -
Grand Total							\$3,520.70
						Less	\$ (686.00)

\$2,834.70

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 Association Dues							
NACAS Dues	\$	1,248.00	х	3	(Split between U-SU, ASI, & UAS)	\$	416.00
Progressive Business Compliance							
Grand Total						\$1	,016.00

Account 660944	l 00001	780000			
BANK CHARGES Monthly services (statements, canceled ch	ecks, and new	rchecks)			
Bank Charges	12	months	х	\$100.00	\$1,200.00
Grand Total					\$1,200.00

						_	
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 (SUP	PPLIES & SERVICES)					-	
University Chargebacks							
- Telephone Equipment Fee		\$	334.00	Х	8	\$	2,672.00
- Telephone Usage		\$	35.00	Х	12	\$	420.00
				Total		\$	3,092.00
				TOtal		ψ	3,072.00
- Postage & Fed Ex (\$25 X 12)						\$	300.00
•		and .	naataga ayn	anada ara conta	a Administrativa a		
	e usage, phone equipment, a				is Auministrative c	USIS.	Due lo
usage patterns we v	vere able to reduce projected	ann	uai expense	25.			
- Livescan							
- Livescan		\$	100.00	Y	4	\$	1 1 4 0 0 0
		\$	190.00	X	6	\$	1,140.00
Livescan costs for n	ew nires						
Office Chair Deverbaletering		¢	215.04		27	¢	7 177 /0
- Office Chair Reupholstering		\$	265.84	X	27	\$	7,177.68
Office Supplies							
	iding pens, pencils, paper clip		•			artrid	ges,
computer paper, bin	ders, labels, file folders, desk	cale	endars, tape	e, stationery, etc			
0		^	050.00				
Summer		\$	350.00				
Fall		\$	350.00				
Spring		\$	350.00				
			o/ I I			\$	1,050.00
	ent to being Green the cost o	of 30	% recyclea	baper requires L	is to increase the t	Juage	et line
item.							
			1	2		¢	250.00
VEBA Trust Ann	ual Adm Fee \$ 500.00		1	2		\$	250.00
0.17.11						4	10 000 /0
Grand Total					,	\$	13,009.68
					Less	\$	(914.94)
						\$	12,094.74

ADMINISTRATION 607010 00001 780000 Account 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 0 Х = 2 - Administrative Assistants \$ 2,500.00 0 Х = 3 - Professional Staff \$ 2,500.00 0 Х = - All-in-one Printer 0 \$ 300.00 \$ Х Grand Total \$

Ad	ccount <u>660943</u>	00001	780	000]	
PAYROLL CHARGES						
					Pay Periods	
ADP Payroll Services Char	ge	\$ 210.	00 3	K	26	\$ 5,460.00
In U-SU Human Resource	es - 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 en	nployee inform., ch	eck canc	ellation et	c.)		
Grand Total						\$ 7,105.00

Account 613931 00001 780000	
<u>CS-HUMAN RESOURCES</u>	
Human Resources - Cal State LA	\$ 5,000.0
Grand Total	\$ 5,000.0

ADMINISTRATION

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/conference/

	Rate	Days	Attendees	6						
\$	550.00			2	\$	1,100.00				
	225	3		2	\$	1,350.00				
	20	3		2	\$	120.00				
					\$	298.58				
ip) x .	58 = \$149.2	?9 x 2 = 29	8.58							
\$	24.00	1		2	\$	48.00				
							\$	2,916.58	\$	2
	\$ ip) x . \$	\$ 550.00 225 20 ip) x .58 = \$149.2	\$ 550.00 225 3 20 3 ip) x .58 = \$149.29 x 2 = 29	\$ 550.00 225 3 20 3 <i>ip) x .58 = \$149.29 x 2 = 298.58</i>	\$ 550.00 2 225 3 2 20 3 2 ip) x .58 = \$149.29 x 2 = 298.58	\$ 550.00 2 \$ 225 3 2 \$ 20 3 2 \$ jp) x .58 = \$149.29 x 2 = 298.58	\$ 550.00 2 \$ 1,100.00 225 3 2 \$ 1,350.00 20 3 2 \$ 120.00 \$ 298.58 \$ 298.58	\$ 550.00 2 \$ 1,100.00 225 3 2 \$ 1,350.00 20 3 2 \$ 120.00 \$ 298.58 \$ 298.58	\$ 550.00 2 \$ 1,100.00 225 3 2 \$ 1,350.00 20 3 2 \$ 120.00 \$ 298.58 \$ 24.00 1 2 \$ 48.00	\$ 550.00 2 \$ 1,100.00 225 3 2 \$ 1,350.00 20 3 2 \$ 120.00 \$ 298.58 \$ 24.00 1 2 \$ 48.00

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
25 miles x 2 = 50 (roun	dtrip) x .58 = \$	29 x 2 = \$58	3		
- Per diem	\$	24.00	0	2	\$ -

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

NON Financial Scivices		VIIIC			
		Rate		Days	Attendees
- Registration Fee	\$	\$	195.00		1
- Hotel rate			225	1	1
- Parking			20	1	1
- Car Rental/Mileage					
39.4 miles x 2 =	78.8 (roundtrip) x	58 =	\$45.70 x	1 = \$45.70	
- Per diem	\$	\$	24.00	0	1

\$ 195.00		
\$ 225.00		
\$ 20.00		
\$ 45.70		
\$ -		
	\$ 485.70	\$ 485.70

1,270.00

250.00

\$

250.00

1,038.00

\$ 1,038.00

\$ 1,270.00

\$

\$

\$

\$ \$

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\$

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\$

\$

275.00

825.00 50.00

120.00

100.00

-

-

120.00

30.00

-

\$

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

	Rate		Days	Attendees
- Registration Fee	\$	275.00		1
- Hotel rate		275	3	1
- Parking		25	2	1
- Airfare		120	1	1
- Per diem	\$	24.00	0	1

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

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

Reviewed @ 3 & 9

	\$ 5,960.28
Less	\$ (1,162.26)
	\$ 4,798.02



ADMINISTRATION

Account 613930 00001 780000

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
7100004111	010001	00001	100000

CS-AUDITING SERVICES

	 2018-19
Audit Firm - CohnReznick	\$ 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						
	Account		613932	00001	780000	
CS-Fee Collection Serv	ices_					
Fee Collection Services	5	\$	-	Summer		
		\$	5,605.45	Fall	Semester	
		\$	-	Winter		
		\$	5,016.51	Spring	Semester	
Grand Total						

ADMINISTRATION

Account 660880 00001 780000

INSURANCE

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

ADMINISTRATION						
Account 660810 00	0001 780000					
LEGAL SERVICES- Litigation Cost						
Legal Services						
Grand Total						

ADMINISTRATION									
	Account 660041		00001	780000					
UNIVERSITY CHARGE	BACKS - U-SU Space	Leas	<u>se</u>						
U-SU Chargebacks									
							Per Month		
Utilities	2835 Sq.Feet	х	\$0.24	12	months	\$ 8,164.80	\$ 680.40		
Cos	t of heating and cooling	g, ele	ectricity, ga	s, water, and s	sewer.				
Custodial Services	2835 Sq.Feet	х	\$0.42	12	months	\$ 14,288.40	\$ 1,190.70		
Floor Maintenance						\$-			
(glo	ss, buffing floor one tim	ne pe	er year)						
Grand Total						\$ 22,453.20			