

Associated Students, Inc.  
California State University, Los Angeles  
2019-20 Operating Budget Detail - 6 & 6 Draft

**ADMINISTRATION**

**Updated:**

Friday, January 31, 2020

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

								\$ 1,608
Registration	4			x		\$ 250		
Transportation	35.6			x		\$ 0.58	\$ 20.65	
<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

								\$ 1,042
Registration	3			x		\$ 450		
Transportation	36			x		\$ 0.58	\$ 20.88	
<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>\$3,384.88</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	\$ 1,330.00      x      3      (Split between U-SU, ASI, & UAS)	\$ 443.33
Progressive Business Compliance		\$ 50.00
<b>Grand Total</b>		<b>\$1,043.33</b>



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	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 \$ 265.84 x 27 \$ 7,177.68

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 \$ 750.00 / 2 \$ 375.00

**Grand Total** \$ 13,134.68

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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                      0                      x                      \$      300.00                      \$ -

<b>Grand Total</b>	<b>\$ -</b>
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PAYROLL CHARGES

			Pay Periods	
ADP Payroll Services Charge	\$ 210.00	x	26	\$ 5,460.00
<b>In U-SU Human Resources - Payroll</b>				
- 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>\$ 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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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 - CohnReznick	\$ 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 coporprate 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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