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

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-St	aff Training							
- Hospitality	13	Χ	\$15	Χ		3		\$ 585.00
- Supplies								\$ 150.00
Circle of chang	je: November 30 - De	cember 2						\$ 1,608
	Registration		4	Χ	\$	250		
	Transportation		35.6	Χ	\$	0.58 \$	20.65	
	35.6 miles roundtrip	x.58 = \$20	65 x 3 days x	4 students	;			
	Per Diem		4	Χ		0		\$ -
Adobe Max Coi	nference for Student	Assistant - (October 15-17	2018				\$ 1,042
	Registration		3	Χ	\$	450		
	Transportation		36	Χ	\$	0.58 \$	20.88	
	36 miles roundtrip x	.58 = \$20.8	8 x 3 days x 3	students				
	Per Diem		3	Χ		0		\$ -
Grand Total								\$3,384.88

ADMINISTRATION

Account 660950	00001	780000
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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 Complian	се					\$	50.00
Grand Total						\$ 1	1,043.33

ADMINISTRATION

Account	660944	00001	780000

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

Less Adjustment (\$600.00)

Total \$600.00

ADMINISTRATION

Account	Supplies and Services	660830	660950	00001
Account	Supplies and Services	000030	000730	00001
	Postage & Freight	660800	660950	00001
	Telephone Usage	604001	660950	00001
	Telephone Equipment Lease	604822	660950	00001
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OPERATING EXPENSES (SUPPLIES & SERVICES)

University Chargebacks - Telephone Equipment Fee	\$ 334.00	X	8	\$ 2,672.00
- Telephone Usage	\$ 35.00	Χ	12	\$ 420.00
		Total		\$ 3,092.00
- Postane & Fed Fy (\$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

Livescan costs for new hires	\$ 190.00	X	6	\$ 1	,140.00
- Office Chair Reupholstering	\$ 265.84	X	27	\$ 7	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

ADMINISTRATION

	Account	607010	00001		780000
LEASE EQUIPMEN	T/TECHNOL	OGY RELATED			
This line-item addr	ess the organ	izations technolog	gy needs v	∕ia com _l	outer purchas
	-				
University Chargeba	acks				
- Desktop Compute		dministration) - N	lavt rafras	h roguir	ed Eall 2020
- Desktop Compate	i Systems (A	ammistration) - N	ickt felles	rrcquii	cu i ali 2020
1	Frant Dook				
I	- Front Desk				
\$	2,500.00	Χ	0		=
2	- Administrat	tive Assistants			
\$	2,500.00	Х	0		=
3	- Professiona	al Staff			
\$	2,500.00	Х	0		=
- All-in-one Printer		0	Х	\$	300.00
7 117 0110 1 1111101		· ·	,	Ψ	000.00

Grand Total

ADMINISTRATION

Account	660943	00001	780000
'	-		

PAYROLL CHARGES

				Pay Periods		
ADP Payroll Services Charge	\$	210.00	Х	26	\$	5,460.00
In U-SU Human Resources - Payroll						
 - Processing Fees - FSA - Quarterly Reports - W-2's - Miscellaneous costs (i.e. set up, change of employee info 	rm., checl	k cancellatio	on etc.)		\$ \$ \$ \$	700.00 150.00 100.00 195.00 500.00
Grand Total					\$	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.

		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	\$ 1,93
DA ASI/Union Meeting - South	ern 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 (roui	ndtrip) x .58 = :	\$29 x 2 = \$58	8				
Per diem	\$	24.00	0	2	\$ -		
						\$ 1,038.00	\$ 48
OA Financial Services - Octob	er 10-11 - Irvi	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		
39.4 miles x 2 = 78.8 (roundtrip) x .5	8 = \$45.70 x	1 = \$45.70)			
Per diem	\$	24.00	0	1	\$ -		
						\$ 485.70	\$ 24
tting the Pieces Together Con	ference - Nove	ember 6-8, S	an Francis	co (ED or Designee)			
Ü		Rate	Days	Attendees			
Registration Fee	\$	275.00		1	\$ 275.00		
Hotel rate		275	3	1	\$ 825.00		

	 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	¢	70// 0

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

TIO TIGHTOOT CUITING OT IECO	maron zozo, odo	amomo, or	(EB 0. B 00.g	00)			
- 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



Grand Total \$ 3,714.28

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

CS-AUDITING SERVICES

OS NOBITINO 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		\$ -	Summer	
		\$ 5,605.4		Semester
		\$ - \$ 5,016.5	Winter 1 Spring	Semester
Grand Total				

ADMINISTRATION

INSURANCE

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
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LEGAL SERVICES- Litigation Cost

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

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