

Associated Students, Inc.
California State University, Los Angeles
2020-21 Operating Budget Detail

ADMINISTRATION

Updated:

Thursday, April 16, 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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Account

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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

Registration	4	x	\$ 250				\$	1,608
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

Registration	3	x	\$ 450				\$	1,042
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		\$	-

Grand Total	\$3,384.88
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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
Grand Total		\$ 1,043.33

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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

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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 12 \$ 4,008.00

- Telephone Usage \$ 35.00 x 12 \$ 420.00

Total **\$ 4,428.00**

- 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 4 **\$ 760.00**

Livescan costs for new hires

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 \$ 500.00

Fall \$ 500.00

Spring \$ 500.00

\$ 1,500.00

VEBA Trust Annual Adm Fee \$ 750.00 / 2 **\$ 375.00**

Grand Total \$ 7,363.00

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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 \$ -

Grand Total	\$ -
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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 \$ 5,150.00

Grand Total \$ **5,150.00**

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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 - 2021, Sacramento, CA (ED & OM)

<http://csuaoa.org/conference/>

	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	
- Airfare	150		2	\$	300.00	
- Per diem	\$ 24.00	1	2	\$	48.00	
1 - Dinner					\$ 2,918.00	\$ 2,916.58

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 (roundtrip) x .58 = \$29 x 2 = \$58						
- Per diem	\$ 24.00	0	2	\$	-	
					\$ 1,038.00	\$ 1,038.00

AOA Financial Services - October 10-11 - Irvine, 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 .58 = \$45.70 x 1 = \$45.70						
- Per diem	\$ 24.00	0	1	\$	-	
					\$ 485.70	\$ 485.70

Fitting the Pieces Together Conference - (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	\$ 1,270.00

AS Advisor Summit/CHES - 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	64.71	1	1	\$	64.71	
- Per diem	\$ 24.00	0	0	\$	-	
					\$ 284.71	\$ 284.71

Budgeted
Actuals

Grand Total					\$ 5,994.99	
					<u>\$ (2,997.50)</u>	
					\$ 2,997.50	

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CS-ACCOUNTING

University Chargebacks for Accounting Services

- Accounting Services (\$43,821.70 X 4) \$ 59,286.80

Grand Total \$ 59,286.80

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CS-AUDITING SERVICES

	<u>2019-20</u>
Audit Firm - CohnReznick	\$ 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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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
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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
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