

Associated Students, Inc.
California State University, Los Angeles
2020-21 6&6 Operating Budget Detail

ADMINISTRATION

Updated:

Friday, February 5, 2021

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	0	x	\$15	x	0		\$	-
- Supplies							\$	-

Conferences

Circle of change: November 30 - December 2							\$	-
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Registration	0	x	\$ 250					
Transportation	0	x	\$ 0.58	\$			-	
<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							\$	-
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Registration	0	x	\$ 450					
Transportation	0	x	\$ 0.58	\$			-	
<i>36 miles roundtrip x .58 = \$20.88 x 3 days x 3 students</i>								
Per Diem	0	x	0				\$	-

Grand Total							\$0.00	
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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	6	months	x	\$100.00	\$600.00
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Grand Total					\$600.00
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* Credit for the first six months of the fiscal year

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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	\$ 150.00		1	\$	150.00
- Hotel rate	225	3	0	\$	-
- Parking	20	3	0	\$	-
- Airfare	150		0	\$	-
- Per diem	\$ 24.00	1	0	\$	-
1 - Dinner					\$ 150.00

AOA ASI/Union Meeting - Southern California Campus

	Rate	Days	Attendees		
- Registration Fee	\$ -		0	\$	-
- Hotel rate	225	2	0	\$	-
- Parking	20	2	0	\$	-
- Car Rental/Mileage			0	\$	-
25 miles x 2 = 50 (roundtrip) x .58 = \$29 x 2 = \$58					
- Per diem	\$ 24.00	0	0	\$	-
					\$ -

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

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

Fitting the Pieces Together Conference - (ED or Designee)

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

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

- Registration Fee	\$ 100.00		0	\$	-
- Hotel rate	275	0	0	\$	-
- Parking	25	0	0	\$	-
- Airfare	120	1	0	\$	-
- Transportation	64.71	1	0	\$	-
- Per diem	\$ 24.00	0	0	\$	-
					\$ -

NASPA - Regional

	Rate	Days	Attendees		
- Registration Fee	\$ 199.00		1	\$	199.00
- Hotel rate	225	2	0	\$	-
- Parking	20	2	0	\$	-
- Car Rental/Mileage			0	\$	-
25 miles x 2 = 50 (roundtrip) x .58 = \$29 x 2 = \$58					
- Per diem	\$ 24.00	0	0	\$	-
					\$ 199.00

Budgeted					
Grand Total				\$	349

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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 corporate taxes with the IRS	\$ 2,900.00
Actuarial Services	\$ 2,700.00
CSU Annual Auxiliary Audit Assessment	\$ 1,093.00
Grand Total	\$ 27,593.00

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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 \$ 10,000.00

Grand Total \$ 10,000.00

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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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