

Associated Students, Inc.  
California State University, Los Angeles  
2021-22 Operating Budget Detail

**ADMINISTRATION**

**Updated:**

Thursday, April 22, 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 to address organizational issues and receive customer service trainings. This expenditure covers all staff full and part-time.*

Account 

660009	00001	780000
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**Administrative Office Staff Development**

Bimonthly All-Staff Training

- Hospitality	13	x	\$15	x	3		\$ 585.00
- Supplies							\$ 150.00

**Circle of change: (dates)**

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 - (dates)**

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		\$ -

<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.*

<b>Account</b>	<b>660950</b>	<b>00001</b>	<b>780000</b>
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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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**LEASE EQUIPMENT/TECHNOLOGY RELATED**

*This line-item addresses the organizations technology needs via computer purchases, copier, and printer rentals.*

<b>Account</b>	<b>607010</b>	<b>00001</b>	<b>780000</b>
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University Chargebacks

- Desktop Computer Systems (Administration) - Next refresh required Fall \$ -

**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**

Account **660943** **00001** **780000**

ADP Payroll Services Charge	\$ 210.00	x	<u>Pay Periods</u> 26	\$ 5,460.00
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**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

<b>Grand Total</b>	<b>\$ 7,105.00</b>
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**CS-HUMAN RESOURCES**

Account 

613931	00001	780000
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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.*

Account **606800** **00001** **780000**

AOA Conference - January 2022 (ED & AED)

<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		
<i>1 - Dinner</i>					\$ 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		
<i>25 miles x 2 = 50 (roundtrip) x .58 = \$29 x 2 = \$58</i>						
- Per diem	\$ 24.00	0	2	\$ -	\$ 1,038.00	\$ 1,038.00

AOA Financial Services - October 2021 (AED)

	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		
<i>39.4 miles x 2 = 78.8 (roundtrip) x .58 = \$45.70 x 1 = \$45.70</i>						
- 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/CHESS - (date) (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

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

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**CS-ACCOUNTING**

Account 

613930	00001	780000
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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**

Account 

613804	00001	780000
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	<u>2021-22</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	\$ 2,340.00
CSU Annual Auxiliary Audit Assessment	\$ 1,093.00
<b>Grand Total</b>	<b>\$ 27,233.00</b>

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**CS-Fee Collection Services**

<b>Account</b>	<b>613932</b>	<b>00001</b>	<b>780000</b>
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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.*

<b>Account</b>	<b>660880</b>	<b>00001</b>	<b>780000</b>
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CSURMA - Insurance Renewal	\$ 8,000.00
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<b>Grand Total</b>	<b>\$ 8,000.00</b>
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**LEGAL SERVICES- Litigation Cost**

Account 

660810	00001	780000
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Legal Services \$ 5,000.00

**Grand Total \$ 5,000.00**

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**UNIVERSITY CHARGEBACKS - U-SU Space Lease**

Account 660041 | 00001 | 780000

U-SU Chargebacks

						Per Month
Utilities	2835 Sq.Feet	x	\$0.24	12	months	\$ 8,164.80
<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
Floor Maintenance						\$ -
<i>(gloss, buffing floor one time per year)</i>						
<b>Grand Total</b>						<b>\$ 22,453.20</b>