

Associated Students, Inc.



CAL

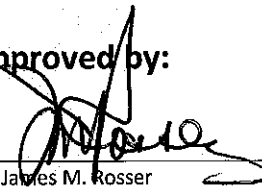


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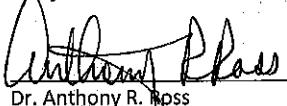
2013-2014

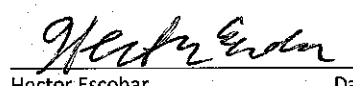
A.S.I. Proposed Operating Budget


Approved by:


 _____ 6-13-13
 Date
 Dr. James M. Rosser
 University President


 _____ 6/12/13
 Date
 Lisa M. Chavez
 VP of Administration Finance & CFO

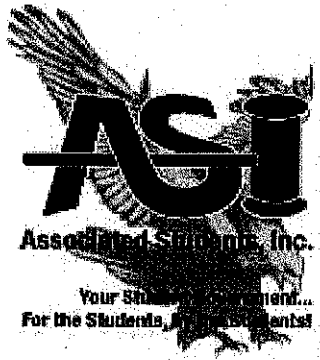

 _____ 6/4/13
 Date
 Dr. Anthony R. Ross
 VP of Student Affairs


 _____ 5/31/13
 Date
 Hector Escobar
 A.S.I. President


 _____ 5/31/13
 Date
 Interim W. Weser
 A.S.I. Executive Director

'13 MAY 31 PM3:37

Memo



DATE: Friday, May 31, 2013
 TO: Dr. Anthony Ross, Vice President for Student Affairs
 FROM: Intef W. Weser, A.S.I. Executive Director *IW*
 CC: A.S.I. B.O.D., Finance Committee, A.S.I. Staff, & File
 SUBJECT: 2013-2014 A.S.I. Proposed Operating Budget

Attached you will find the 2013-2014 A.S.I. Proposed Operating Budget. The budget was approved by the A.S.I. Board of Directors on Thursday, May 30, 2013.

Please note that the recommendations in this budget were reviewed by the University Budget Office.

Once approved by you please forward it on to Mrs. Lisa Chavez, Vice President for Administration and Chief Financial Officer. Once approved by the Vice Presidents, we ask that the budget will be forwarded to the University President's Office for final approval.

If you have any questions, please contact Intef W. Weser at 3-5858.

RD JUN 6 '13 PM12:33

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 Los Angeles, California 90032

**Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**



"...For the Students, by the Students!"

2013-14 Proposed Operating Budget

Revised
Thursday, May 30, 2013

2013-14 Proposed Operating Budget							
Revenue and Investments							
Description of Item	2011/2012 Actual	YTD 2012-13 as of 4/30/13	'2012/2013 Approved 9&3 Budget Review	2013/2014 Proposed Operating Budget	Net Budget Modification	Percent Change	
Projected Fee Revenue *							
Summer 2012 Actual	\$ -	\$ 77,901	\$ -	\$ -	\$ -	#DIV/0!	
Fall 2012	\$ -	\$ 350,000	\$ -	\$ -	\$ -	#DIV/0!	
Winter 2013	\$ -	\$ 400,000	\$ -	\$ -	\$ -	#DIV/0!	
Spring 2013	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<i>* Amended to reflect Fee Reconciliations</i>							
Student Fee Revenue	\$ 1,157,286	\$ 827,901	\$ 1,134,125	\$ 1,150,093	\$ 15,968	1.41%	
Other Projected Revenue							
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$ 7,045	\$ 4,088	\$ 5,000	\$ 5,000	\$ (0)	-0.01%	
Student & University Support Revenue	\$ 8,618	\$ 10,537	\$ 10,650	\$ 10,950	\$ 300	2.82%	
Total Other Revenue	\$ 15,663	\$ 14,624	\$ 15,650	\$ 15,950	\$ 300	1.91%	
Total Revenue	\$ 1,172,949	\$ 842,526	\$ 1,149,775	\$ 1,166,043	\$ 16,268	1.41%	
Projected Expenses							
Administration	\$ 383,194	\$ 305,359	\$ 398,652	\$ 387,518	\$ (11,133)	-2.79%	
ASI Student Government	\$ 300,277	\$ 253,929	\$ 360,488	\$ 361,395	\$ 907	0.25%	
Student & University Support (formerly Programming & University Support)	\$ 335,099	\$ 261,108	\$ 390,636	\$ 417,130	\$ 26,494	6.78%	
Total Unit Expense	\$ 1,018,570	\$ 820,396	\$ 1,149,775	\$ 1,166,043	\$ 16,268	1.41%	
Total Revenue	\$ 1,172,949	\$ 842,526	\$ 1,149,775	\$ 1,166,043	\$ 16,268	1.41%	
Total Unit Expense	\$ 1,018,570	\$ 820,396	\$ 1,149,775	\$ 1,166,043	\$ 16,268	1.41%	
Net Operating Income/(Deficit)	\$ 154,379	\$ -	\$ 0	\$ (0)			
Fund Balance							
Beginning Fund Balance	\$ 1,161,077						
Net Operating Income/(Deficit)	\$ 154,379						
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$ (15,790)						
Projected Ending Fund Balance	\$ 1,299,666						

Trailer System
 * A.S.I. operates off of a Trailer System model. This allows A.S.I. to allocate funds for activities and programs with a greater degree of certainty. 3% of the total trailer system is being set aside for contingency operating costs which totals: \$35,569.89.

Administration Description of Item	2011/2012 Actual	YTD 2012-13 as of 4/30/13	'2012/2013 Approved 9&3 Budget Review	2013/2014 Proposed Operating Budget	Net Budget Modification	Percent Change	2013-14 Proposed Operating Budget Comment/Variance Explanation
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 126,347	\$ 102,957	\$ 126,422	\$ 117,529	\$ (8,893)	-7.03%	Were no longer using Accountemps temporary employment services. It also included a possible merit increases pending the approval by the A.S.I. Personnel Committee, A.S.I. Board of Directors, & the California Budget by the California Legislature in May.
Staff Benefits & Annual contribution to VEBA Trust post retirement account (\$5,000)	\$ 69,469	\$ 37,342	\$ 54,840	\$ 55,320	\$ 480	0.88%	Benefit rate increase caused an upward adjustment in this line item.
Student Salaries	\$ 23,548	\$ 30,872	\$ 41,055	\$ 43,180	\$ 2,125	5.18%	This increase is due to fully funding all Student Assistant positions that were vacant during a portion of last year.
Total Personnel	\$ 219,364	\$ 171,171	\$ 222,316	\$ 216,029	\$ (6,288)	-2.83%	
Supplies and Services							
Staff Development	\$ 298	\$ 148	\$ 385	\$ 420	\$ 35	9.09%	The increase is due to additional costs related to staff development.
Dues/Subscriptions	\$ -	\$ 500	\$ 500	\$ 500	\$ -	0.00%	
Bank Charges	\$ 2,456	\$ 2,361	\$ 2,980.00	\$ 2,980	\$ (0)	0.00%	
Operating Expenses (Supplies & Services)	\$ 9,536	\$ 9,676	\$ 11,410	\$ 9,560	\$ (1,850)	-16.21%	This decrease is possible due to cost savings by joining the CSULA Copier Fleet.
Technology Related	\$ 6,335	\$ 4,645	\$ 10,279	\$ 8,049	\$ (2,231)	-21.70%	This decrease is possible due to cost savings by joining the CSULA Copier Fleet.
Payroll Charges	\$ 4,661	\$ 3,775	\$ 6,305	\$ 6,305	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 28,286	\$ 26,104	\$ 36,859	\$ 32,814	\$ (4,046)	-10.98%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 3,414	\$ 2,463	\$ 2,380	\$ 2,380	\$ -	0.00%	
Total Travel	\$ 3,414	\$ 2,463	\$ 2,380	\$ 2,380	\$ -	0.00%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 57,560	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 29,076	\$ 14,426	\$ 16,185	\$ 16,185	\$ -	0.00%	
Fee Collection Services	\$ 8,679	\$ 6,338	\$ 8,732	\$ 8,732	\$ -	0.00%	
Insurance	\$ 8,497	\$ 5,248	\$ 8,500	\$ 8,000	\$ (500)	-5.88%	Based on previous expenses and last years 2012 rebate this expense is being reduced.
Legal Services	\$ 5,029	\$ 3,337	\$ 6,300	\$ 3,500	\$ (2,800)	-44.44%	Savings is related to identifying our typical service needs.
Lease Chargeback's	\$ 23,289	\$ 18,711	\$ 24,453	\$ 26,953	\$ 2,500	10.22%	The maintenance cost to strip the tile floors has gone up (gloss, buffing floor one time per year).
Total Contracts, MOUs and Leases	\$ 132,130	\$ 105,620	\$ 121,730	\$ 120,930	\$ (800)	-0.66%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Equipment	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Administrative Expenses	\$ 383,194	\$ 305,359	\$ 398,652	\$ 387,518	\$ (11,133)	-2.79%	
Net Cost of Administration	\$ 383,194	\$ 305,359	\$ 398,652	\$ 387,518	\$ (11,133)	-2.79%	

Note: *Excludes PTO expense, and Write off's of: \$ (1,035.46) \$ 1,399

Student Government Description of Item	2011/2012 Actual	YTD 2012-13 as of 4/30/13	*2012/2013 Approved 9&3 Budget Review	2013/2014 Proposed Operating Budget	Net Budget Modification	Percent Change	2013-14 Proposed Operating Budget Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses*							
Personnel							
Staff Salaries	\$ 92,269	\$ 76,714	\$ 93,150	\$ 94,661	\$ 1,511	1.62%	This increase is due to possible merit increases pending the approval by the A.S.I. Personnel Committee, A.S.I. Board of Directors, & the California Budget by the California Legislature in May.
Student Salaries	\$ 27,191	\$ 22,506	\$ 35,855	\$ 44,200	\$ 8,345	23.27%	This increase is due to fully funding all student assistant positions for the year.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,297	\$ 34,207	\$ 45,844	\$ 46,485	\$ 641	1.40%	This upward change is related to the above salary changes.
Total Personnel	\$ 159,757	\$ 133,427	\$ 174,849	\$ 185,346	\$ 10,497	6.00%	
Supplies and Services							
Technology Related	\$ 21,048	\$ 17,605	\$ 32,889	\$ 17,210	\$ (15,679)	-47.67%	This downward adjustment is due to moving a bulk of copy usage expense to Marketing & Advertisement in Student & University Support area. We will be monitoring copier usage to bring this overall expense down.
Marketing and Advertisement; Hospitality *	\$ 547	\$ 105	\$ 3,225	\$ 2,210	\$ (1,015)	-31.47%	The main A.S.I.'s Branding and Marketing initiatives were relocated to Marketing and Advertisement line item in Student & University Support.
Operating Expenses	\$ 5,492	\$ 4,110	\$ 8,463	\$ 4,940	\$ (3,523)	-41.63%	This decrease is possible due to joining the CSULA Copier Fleet. Standard paper 8 1/2 x 11 is included in the contract. We will still need to order specialty paper, 11 x 17.
Total Supplies and Services	\$ 27,087	\$ 21,820	\$ 44,577	\$ 24,360	\$ (20,217)	-45.35%	
CSSA							
California State Student Association (CSSA) Dues	\$ 12,085	\$ 13,196	\$ 13,196	\$ 14,141	\$ 945	7.16%	Dues recently went up from .62 cents to .65 cents. Dues are calculated based on fall quarter head count for each CSU campus.
A.S.I. Student Government Travel	\$ 12,022	\$ 8,477	\$ 20,760	\$ 23,695	\$ 2,935	14.14%	This upward adjustment is due to an overall all increase in travel costs and funding a potential third student who is running for a CSSA Executive Position.
Total CSSA	\$ 24,107	\$ 21,673	\$ 33,956	\$ 37,836	\$ 3,880	11.43%	
FT Staff Travel							
Travel	\$ 4,274	\$ 2,714	\$ 2,560	\$ 2,960	\$ 400	15.63%	This upward adjustment is related to an increase in travel costs.
Total FT Staff Travel	\$ 4,274	\$ 2,714	\$ 2,560	\$ 2,960	\$ 400	15.63%	
ASI President's Budget							
Hospitality	\$ 58	\$ 22	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ 41	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ 250	\$ 50	\$ 50	\$ -	0.00%	
Total A.S.I. President's Budget	\$ 100	\$ 272	\$ 150	\$ 150	\$ -	0.00%	
Programming							
Hospitality (combined with Marketing)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Leadership Development (Moved to Student Support)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
SLA Dinner/Inauguration (Moved to Student Support)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Programming	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Grant-In-Aid							
Grant-In-Aid	\$ 84,953	\$ 74,023	\$ 104,396	\$ 110,743	\$ 6,347	6.08%	This increase is due to fully funding GIA allocations for the year.
Total Grant-In-Aid	\$ 84,953	\$ 74,023	\$ 104,396	\$ 110,743	\$ 6,347	6.08%	
Total Student Government Expenses*	\$ 300,277	\$ 253,929	\$ 360,488	\$ 361,395	\$ 907	0.25%	
Net Cost of Student Government	\$ 300,277	\$ 253,929	\$ 360,488	\$ 361,395	\$ 907	0.25%	

Note: *Excludes PTO expense of \$ 3,796 \$ 3,556

* Due to the CMS account transition the Marketing & Hospitality line items were combined.

Student & University Support (formerly Programming & University Support) Description of Item	2011/2012 Actual	YTD 2012-13 as of 4/30/13	'2012/2013 Approved 9&3 Budget Review	2013/2014		Net Budget Modification	Percent Change	2013-14 Proposed Operating Budget Comment/Variance Explanation
				Proposed Operating Budget				
Revenue *								
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$ 7,045	\$ 4,088	\$ 5,000	\$ 5,000	\$ -	0.00%		
Locker Revenue	\$ 2,740	\$ 3,595	\$ 3,500	\$ 3,500	\$ -	0.00%		
Miscellaneous Revenue (Sale of Fixed Assets, Events, & Laptop Rev)	\$ 4,572	\$ 2,231	\$ 2,000	\$ 2,000	\$ -	0.00%		
Movie Ticket Sales	\$ 766	\$ 1,054	\$ 1,500	\$ 1,500	\$ -	0.00%		
Sea World Tickets	\$ 301	\$ 251	\$ 250	\$ 250	\$ -	0.00%		
Disneyland Sales	\$ 222	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Knott's Sales	\$ 63	\$ 584	\$ 700	\$ 700	\$ -	0.00%		
Consignment Sales	\$ (46)	\$ 2,822	\$ 2,700	\$ 3,000	\$ 300	11.11%	Based on the previous years marketing efforts and sales patterns an upward adjustment is projected.	
Total Programming and Student Support Revenue	\$ 15,663	\$ 14,624	\$ 15,650	\$ 15,950	\$ 300	1.92%		
Expenses								
Student Support (formerly Programming)								
Student Organization Direct Funding and Co-sponsorships	\$ 35,211	\$ 9,693	\$ 61,890	\$ 51,300	\$ (10,590)	-17.11%	The funding adjustment is based on the annual allocation and relocating funds back to the Programming	
Leadership Development	\$ 16,643	\$ 9,483	\$ 21,709	\$ 20,654	\$ (1,055)	-4.86%	The CSUnity Leadership Conference August 9-11, 2013 will be hosted at Cal State L.A. resulting in savings.	
Programming & Advocacy	\$ 109,966	\$ 52,643	\$ 97,590	\$ 109,949	\$ 12,359	12.66%	Increased funding for events and programs serving Cal State L.A. Students.	
Marketing and Advertisement	\$ 12,022	\$ 13,642	\$ 18,850	\$ 40,670	\$ 21,820	115.76%	The main A.S.I.'s Branding and Marketing initiatives and copy costs were relocated to Marketing and Advertisement line item in Student & University Support.	
Total Programming	\$ 173,842	\$ 85,461	\$ 200,039	\$ 222,573	\$ 22,534	11.26%		
Scholarships & Vouchers								
Book Voucher Program	\$ 5,373	\$ 4,476	\$ 18,900	\$ 21,000	\$ 2,100	11.11%	This line item increase is due to fully funding 105 \$200 Book Vouchers to qualified Cal State L.A. students.	
Committee Permits/Vouchers	\$ 3,368	\$ 4,334	\$ 4,860	\$ 6,720	\$ 1,860	38.27%	We are projecting increased student involvement in campus wide committees in the coming year.	
A.S.I. Scholarships	\$ 15,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	0.00%		
Total Scholarships & Vouchers	\$ 23,741	\$ 26,810	\$ 41,760	\$ 45,720	\$ 3,960	9.48%		
University Support								
Children's Center	\$ 117,465	\$ 125,211	\$ 125,211	\$ 125,211	\$ -	0.00%		
EOP	\$ 4,592	\$ 6,891	\$ 6,891	\$ 6,891	\$ -	0.00%		
EPIC (Educational Participation in Communities)	\$ 15,459	\$ 16,735	\$ 16,735	\$ 16,735	\$ -	0.00%		
Total Student Support	\$ 137,517	\$ 148,837	\$ 148,837	\$ 148,837	\$ -	0.00%		
Total Programming and Student Support Expenses	\$ 335,099	\$ 261,108	\$ 390,636	\$ 417,130	\$ 26,494	6.78%		
Net Cost of Programming, Scholarships and Student Support	\$ 319,436	\$ 246,484	\$ 374,986	\$ 401,180	\$ 26,194	6.99%		

2012-13 A.S.I. Revenue Projections

Student Fees (Full Fees) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitional research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2012 Actual	6,033	115	5,918	5,918	\$ 17.25	\$ 102,086	\$ 102,086
Fall 2012 Actual	21,755	233	21,522	21,522	\$ 19.25	\$ 414,299	\$ 414,299
Winter 2013 Actual	19,768	226	19,542	19,542	\$ 17.25	\$ 337,100	\$ 337,100
Spring 2013 Projected	18,084	540	17,544	17,544	\$ 17.25	\$ 302,634	\$ 302,634
Projected FY	65,640	1,114	64,526		\$ 17.61	\$ 1,156,118	\$ 1,156,118

Student Fees (Fee Waivers) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Total Fee Waiver Headcount (A*B)	Revenue per Student C	Estimated Revenue D = C (A*B)	Expected Receipts
Summer 2012 Actual	5,918	1.91%	115	\$ 1.00	\$ 115	\$ 115
Fall 2012 Actual	21,522	1.07%	233	\$ 1.00	\$ 233	\$ 233
Winter 2013 Actual	19,542	1.14%	226	\$ 1.00	\$ 226	\$ 226
Spring 2013 Projected	17,544	2.99%	540	\$ 1.00	\$ 540	\$ 540
Projected FY	64,526	1.78%	1,114	\$ 1.00	\$ 1,114	\$ 1,114

Student Fees (Total) Description of Item	Fee Waivers Expected Receipts A	Full Fees Expected Receipts B	Total Expected Revenue C	PS Ledger Total D	PS Ledger Difference D-C=E	Total Expected Revenue A + B + C
Summer 2012 Actual	\$ 115	\$ 102,086	\$ 102,201	\$ 102,380	\$ 180	\$ 102,380
Fall 2012 Actual	\$ 233	\$ 414,299	\$ 414,532	\$ 417,353	\$ 2,822	\$ 417,353
Winter 2013 Actual	\$ 226	\$ 337,100	\$ 337,326	\$ 339,824	\$ 2,499	\$ 339,824
Spring 2013 Projected	\$ 540	\$ 302,634	\$ 303,174	\$ 326,106	\$ 22,932	\$ 326,106
Projected FY	\$ 1,114	\$ 1,156,118	\$ 1,157,232	\$ 1,185,663	\$ 28,432	\$ 1,185,663

(Up to 25% of Current Year's Operating Expenditure Budget)			2012-13 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 19,563		
B. Current Operations	10%	\$ 3,557		
C. Capital Replacement	20%	\$ 7,114	2012-13 A.S.I. Revenue Projections	\$ 1,185,663
D. Contingency Failure	15%	\$ 5,335		
Total 3% Reserve Allocation		\$ 35,570	Total	\$ 1,185,663
			Required 3% Reserve 2012-13	\$ 35,569.89
			2012-13 A.S.I. Revenue Projections	\$ 1,150,093

Reserve Statement
 • A.S.I. is committed to maintaining a maximum level in reserves of up to 25% of the current year expenditures. The projected level of reserves is 3% = \$35,582. Working Capital Reserve will serve as 55% of the total reserve to meet expenditures of the organization for at least 60 days. Current Operations Reserves will account for 10%, which will address future enrollment decreases. Capital Replacement Reserves serves as 20%, will assist in the event of a catastrophic circumstance, and will provide the cash on hand to create a satellite location. Future Operations Reserve serves as 15% for unanticipated board actions to facilitate A.S.I. Board goals. Please see A.S.I. Administrative Manual Reserve Policy 207.



I. BUDGET ANALYSIS

ASI operates on a trailer budget model. The proposed Operating Budget of \$1,166,043 is 1.41% higher than the previous year's budget of \$1,149,776, Total Administration is down 2.79%; Student Government is up 0.25% and Student & University Support is up 6.78% as shown on the ratio comparison chart. Proposed budget allocates 33% to Administration, 31% to Student Government and 34% to Student & University Support.

Revenues:

The Proposed Budget Revenue for FY 2013-14 is \$1,166,043.

		2012-13 Actual Revenue as of 5/31/2013
Estimated Revenue	\$ 1,150,093.00	\$ 1,180,041.07
Est. Interest revenue	\$ 5,000.00	\$ 1,347.00
Est. Stud. & Univ. Support	\$ 10,950.00	\$ -
Available Budget Revenue	\$ 1,166,043.00	\$ 1,181,388.07

Expenditures:

Ratio comparison	2012-13 Revised Budget	Ratio %	2013-14 Proposed Budget	Ratio %	Revised v. Budget Variance \$	Variance %
Administration	398,652	35%	387,518	33%	(11,134)	-2.79%
Student Government	360,488	31%	361,395	31%	907	0.25%
Student & Univ. Support	390,636	34%	417,130	36%	26,494	6.78%
Total	1,149,776	100%	1,166,043	100%	16,267	1.41%

Administration:

Projected expenditures is 2.79% lower compared to the revised 12/13 budget, mainly in salaries. The auxiliary will no longer use Accountemps (temporary services).

Student Government:

Projected expenditures is reasonably committed with the revised budget.

Student & University Support:

Projected expenses is 6.78% higher compared to the approved 9&3 budget, mainly in the areas of Programming & Advocacy, Marketing & Advertisement.

II. Recommendation

1. The 2013-14 ASI budget as presented appears reasonable and attainable.

Recommended by Budget Administration

Initial: _____

Date: _____

6/6/13