



Memo

DATE: Monday, July 7, 2014
TO: Dr. Anthony Ross, Vice President for Student Affairs
FROM: Intef W. Weser, A.S.I. Executive Director *(TWZ)*
CC: A.S.I. B.O.D., Finance Committee, A.S.I. Staff, & File
SUBJECT: 2014-15 A.S.I. Proposed Operating Budget

Attached is a copy of the 2014-15 Associated Students, Inc. Proposed Operating Budget.

This budget has been reviewed and approved by the University Budget Office, the A.S.I. Finance Committee, and the A.S.I. Board of Directors on Thursday, May 29, 2014.

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

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

VP - ADM/FIN
2014 JUL -9 AM 10:17

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5154 State University Drive, Room 105
Los Angeles, California 90032

Associated Students, Inc.



2014-2015

Approved Operating Budget

Approved by:

Dr. William Covino
University President

Date

7/15/14

Lisa M. Chavez
VP of Administration Finance & CFO

Date

7/8/14

Dr. Anthony R. Ross
VP of Student Affairs

Date

7/7/14

Shane Vera
A.S.I. President

Date

7/2/14

Intef W. Weser
A.S.I. Executive Director

Date

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



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

2014-15 Proposed Operating Budget

Revised
Friday, May 23, 2014

2014-15 Proposed Operating Budget						
Revenue and Investments						
Description of Item	2012/2013 Actual	YTD 2013-14 as of 4/30/14	2013/2014 Approved Proposed 546 Budget Review	2014/2015 Proposed Operating Budget	Net Budget Modification	Percent Change
Projected Fee Revenue *						
Summer 2013 Actual	\$ -			\$ -	\$ -	#DIV/0!
Fall 2013 Actual	\$ -			\$ -	\$ -	#DIV/0!
Winter 2014	\$ -			\$ -	\$ -	#DIV/0!
Spring 2014	\$ -			\$ -	\$ -	#DIV/0!
* Amended to reflect Fee Reconciliations						
Student Fee Revenue	\$ 1,180,798	\$ 1,130,000	\$ 1,150,093	\$ 1,190,971	\$ 40,878	3.55%
Other Projected Revenue						
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$ 4,407	\$ 2,794	\$ 5,000	\$ 5,000	\$ (0)	-0.01%
Student & University Support Revenue	\$ 12,498	\$ 9,303	\$ 11,950	\$ 11,950	\$ -	0.00%
Transfer from Retained Earnings	\$ -	\$ -	\$ 153,482	\$ -	\$ (153,482)	-100.00%
Total Other Revenue	\$ 16,905	\$ 12,097	\$ 170,432	\$ 16,950	\$ (153,482)	-90.05%
Total Revenue	\$ 1,197,702	\$ 1,142,097	\$ 1,320,525	\$ 1,207,921	\$ (112,604)	-8.53%
Projected Expenses						12/5/2013
Administration	\$ 353,729	\$ 312,155	\$ 414,865	\$ 393,177	\$ (21,688)	-5.23%
ASI Student Government	\$ 318,843	\$ 275,089	\$ 378,864	\$ 381,252	\$ 2,388	0.63%
Student & University Support (formerly Programming & University Support)	\$ 345,234	\$ 275,866	\$ 526,797	\$ 433,492	\$ (93,305)	-17.71%
Total Unit Expense	\$ 1,017,806	\$ 863,110	\$ 1,320,526	\$ 1,207,921	\$ (112,605)	-8.53%
Total Revenue	\$ 1,197,702	\$ 1,142,097	\$ 1,320,525	\$ 1,207,921	\$ (112,604)	-8.53%
Total Unit Expense	\$ 1,017,806	\$ 863,110	\$ 1,320,526	\$ 1,207,921	\$ (112,605)	-8.53%
Net Operating Income/(Deficit)	\$ 179,897	\$ 278,987	\$ (0)	\$ 0		
NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.						
Fund Balance						
Beginning Fund Balance	\$ 1,498,974	\$ 1,498,974				
Net Operating Income/(Deficit)	\$ -	\$ 278,987				
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$ -	\$ (15,039)				
Projected Ending Fund Balance	\$ 1,498,974	\$ 1,762,922				
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: \$35,712.01.						

Administration								2014-15 Proposed Operating Budget	
Description of Item		2012/2013	YTD 2013-14	2013/2014	2014/2015	Net Budget	Percent		
		Actual	as of 4/30/14	Approved Proposed 6&6 Budget Review	Proposed Operating Budget	Modification	Change	Comment/Variance Explanation	
Revenue									
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Expenses *									
Personnel									
Staff Salaries	\$ 122,275	\$ 87,046	\$ 109,731	\$ 120,617	\$ 10,886	9.92%	This increase is due to fully funding the A.S.I. General Manager position and potential merit increases.		
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 45,027	\$ 45,030	\$ 57,756	\$ 55,899	\$ (1,857)	-3.22%	This decrease is due to 6&6 budget adjustments caused by the addition of retained earnings mid year.		
Student Salaries	\$ 37,746	\$ 31,948	\$ 42,840	\$ 43,010	\$ 170	0.40%			
Total Personnel	\$ 205,048	\$ 164,024	\$ 210,327	\$ 219,526	\$ 9,199	4.37%			
Supplies and Services									
Staff Development	\$ 192	\$ 234	\$ 420	\$ 420	\$ -	0.00%			
Dues/Subscriptions	\$ 500	\$ 500	\$ 500	\$ 540	\$ 40	8.00%	Employment Compliance Subscription.		
Bank Charges	\$ 2,856	\$ 2,491	\$ 2,980.00	\$ 3,000	\$ 20	0.67%			
Operating Expenses (Supplies & Services)	\$ 11,677	\$ 19,960	\$ 9,560	\$ 9,560	\$ -	0.00%			
Technology Related	\$ 6,419	\$ 429	\$ 8,349	\$ 9,156	\$ 807	9.67%			
Payroll Charges	\$ 4,562	\$ 3,079	\$ 6,331	\$ 4,025	\$ (2,306)	-36.42%	This decrease is possible due to administrative cost reductions.		
Human Resources	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%			
Total Supplies and Services	\$ 31,206	\$ 31,693	\$ 33,140	\$ 31,701	\$ (1,439)	-4.34%			
Travel									
Seminars, Conf., Memberships and Travel	\$ 2,268	\$ 314	\$ 3,733	\$ 3,725	\$ (8)	-0.21%	This decrease is possible due to administrative cost reductions.		
Total Travel	\$ 2,268	\$ 314	\$ 3,733	\$ 3,725	\$ (8)	-0.21%			
Contracts, MOU's and Leases									
University Accounting Services	\$ 57,560	\$ 57,560	\$ 57,560	\$ 57,560	\$ -	0.00%			
Auditing Services	\$ 17,746	\$ 14,901	\$ 17,385	\$ 18,677	\$ 1,292	7.43%	This increase is due to administrative cost increases.		
Fee Collection Services	\$ 8,862	\$ 6,262	\$ 8,169	\$ 8,169	\$ (0)	0.00%			
Insurance	\$ 5,248	\$ 7,017	\$ 8,000	\$ 8,000	\$ -	0.00%			
Legal Services	\$ 3,338	\$ 11,673	\$ 3,500	\$ 3,500	\$ -	0.00%			
Lease Chargeback's	\$ 22,453	\$ 18,711	\$ 26,953	\$ 26,953	\$ 0	0.00%			
Total Contracts, MOUs and Leases	\$ 115,206	\$ 116,124	\$ 121,567	\$ 122,859	\$ 1,292	1.06%			
Equipment									
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 46,098	\$ 15,366	\$ (30,732)	-66.67%	This decrease is due to 6&6 budget adjustments caused by the addition of retained earnings mid year.		
Total Equipment	\$ -	\$ -	\$ 46,098	\$ 15,366	\$ (30,732)	-66.67%			
Total Administrative Expenses	\$ 353,729	\$ 312,155	\$ 414,865	\$ 393,177	\$ (21,688)	-5.23%			
Net Cost of Administration	\$ 353,729	\$ 312,155	\$ 414,865	\$ 393,177	\$ (21,688)	-5.23%			

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Note: *Excludes PTO expense, and Write off's of:

	\$ 1,260.53	\$ 2,949
Retirement	\$ (57,449.00)	\$ -
Depreciation	\$ 32,868.19	\$ 14,868

Student Government Description of Item	2012/2013 Actual	YTD 2013-14 as of 4/30/14	2013/2014 Approved Proposed 2013 Budget Review	2014/2015 Proposed Operating Budget	Net Budget Modification	Percent Change	2014-15 Proposed Operating Budget Comment/Variance Explanation
Revenue							
Total Student Government Revenue \$	-	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses*							
Personnel							
Staff Salaries	\$ 91,915	\$ 75,454	\$ 97,121	\$ 99,793	\$ 2,672	2.75%	This increase is due to projected annual merit increases.
Student Salaries	\$ 26,913	\$ 31,953	\$ 43,095	\$ 44,460	\$ 1,366	3.17%	This increase is due to satisfying CA minimum wage requirements, being fully staffed, and projected merit increases.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,978	\$ 37,178	\$ 52,366	\$ 47,394	\$ (4,972)	-9.50%	This decrease is due to 6&6 budget adjustments caused by the addition of retained earnings mid year.
Total Personnel \$	159,806	\$ 144,585	\$ 192,581	\$ 191,647	\$ (934)	-0.49%	
Supplies and Services							
Technology Related	\$ 24,317	\$ 20,176	\$ 25,810	\$ 23,017	\$ (2,793)	-10.82%	This decrease is due to 6&6 budget adjustments caused by the addition of retained earnings mid year.
Marketing and Advertisement; Hospitality *	\$ 1,174	\$ 851	\$ 3,255	\$ 3,255	\$ -	0.00%	
Operating Expenses	\$ 5,316	\$ 1,527	\$ 4,940	\$ 4,940	\$ -	0.00%	
Total Supplies and Services \$	30,807	\$ 22,554	\$ 34,005	\$ 31,212	\$ (2,793)	-8.21%	
CSSA							
California State Student Association (CSSA) Dues	\$ 13,196	\$ 14,141	\$ 14,141	\$ 15,350	\$ 1,209	8.55%	This adjustment is due to an increase in CSSA dues from .65 to .66 cents per student along with an increase in student enrollment from 21,755 to 23,258.
A.S.I. Student Government Travel	\$ 12,871	\$ 9,842	\$ 23,695	\$ 25,541	\$ 1,846	7.79%	This adjustment is due to an increase in travel cost transporting 8 students to CSUnity in Sonoma, CA
Total CSSA \$	26,068	\$ 23,983	\$ 37,836	\$ 40,891	\$ 3,055	8.08%	
FT Staff Travel							
Travel	\$ 3,421	\$ 4,088	\$ 4,190	\$ 4,230	\$ 40	0.95%	This increase is due to fully funding travel needs for staff to attend professional development opportunities.
Total FT Staff Travel \$	3,421	\$ 4,088	\$ 4,190	\$ 4,230	\$ 40	0.95%	
ASI President's Budget							
Hospitality	\$ 22	\$ -	\$ 100	\$ 100	\$ (0)	-0.18%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ (0)	-0.36%	
Total A.S.I. President's Budget \$	22	\$ -	\$ 150	\$ 150	\$ (0)	-0.24%	
Grant-In-Aid							
Grant-In-Aid	\$ 98,720	\$ 79,879	\$ 110,101	\$ 113,122	\$ 3,020	2.74%	This increase is needed to fully fund student government GIA allocations for the entire fiscal year and the creation of a new VP Executive Officer position.
Total Grant-In-Aid \$	98,720	\$ 79,879	\$ 110,101	\$ 113,122	\$ 3,020	2.74%	
Total Student Government Expenses * \$	318,843	\$ 275,089	\$ 378,864	\$ 381,252	\$ 2,388	0.63%	
Net Cost of Student Government	\$ 318,843	\$ 275,089	\$ 378,864	\$ 381,252	\$ 2,388	0.63%	

Note:

*Excludes PTO expense of: \$ 3,810 \$

(2,778)

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

Student & University Support (formerly Programming & University Support) Description of Item	2012/2013	YTD 2013-14	2013/2014	2014/2015	Net Budget	Percent	2014-15 Proposed Operating Budget
	Actual	as of 4/30/14	Approved Proposed 8&6 Budget Review	Proposed Operating Budget	Modification	Change	Comment/Variance Explanation
Revenue *							
Interest Income & Los Angeles Investment Fund (L.A.I.F.-)	\$ 4,407	\$ 2,794	\$ 5,000	\$ 5,000	\$ -	0.00%	
Locker Revenue	\$ 4,105	\$ 3,895	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev Other, Events, & Laptop Rev)	\$ 2,482	\$ 2,696	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,586	\$ 829	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 354	\$ 305	\$ 250	\$ 250	\$ -	0.00%	
Commissions (Knott's Ticket Sales)	\$ 669	\$ 850	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 3,302	\$ 728	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 16,905	\$ 12,097	\$ 16,950	\$ 16,950	\$ -	0.00%	
Expenses							
Student Support (formerly Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 53,423	\$ 24,926	\$ 66,300	\$ 66,360	\$ 60	0.09%	
Leadership Development	\$ 11,627	\$ 16,481	\$ 20,654	\$ 24,395	\$ 3,741	18.11%	This increase is due to sending students to the CSUnity conference in Sonoma, CA.
Programming & Advocacy	\$ 85,550	\$ 89,676	\$ 191,616	\$ 110,494	\$ (81,122)	-42.34%	This decrease is due to 8&6 budget adjustments caused by the addition of retained earnings mid year.
Marketing and Advertisement	\$ 17,195	\$ 20,923	\$ 50,670	\$ 34,686	\$ (15,984)	-31.55%	This decrease is due to 8&6 budget adjustments caused by the addition of retained earnings mid year.
Total Programming	\$ 167,795	\$ 152,006	\$ 329,240	\$ 235,935	\$ (93,305)	-28.34%	
Scholarships & Vouchers							
Book Voucher Program	\$ 7,861	\$ 5,960	\$ 21,000	\$ 21,000	\$ -	0.00%	
Committee Permits/Vouchers	\$ 4,576	\$ 675	\$ 9,720	\$ 9,720	\$ -	0.00%	
A.S.I. Scholarships	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	0.00%	
Total Scholarships & Vouchers	\$ 30,437	\$ 24,635	\$ 48,720	\$ 48,720	\$ -	0.00%	
University Support							
Children's Center	\$ 125,211	\$ 83,474	\$ 125,211	\$ 125,211	\$ 0	0.00%	
EOP	\$ 5,139	\$ 4,594	\$ 6,891	\$ 6,891	\$ (0)	0.00%	
EPIC (Educational Participation in Communities)	\$ 16,652	\$ 11,157	\$ 16,735	\$ 16,735	\$ (0)	0.00%	
Total Student Support	\$ 147,001	\$ 99,225	\$ 148,837	\$ 148,837	\$ (0)	0.00%	
Total Programming and and Student Support Expenses	\$ 345,234	\$ 275,866	\$ 526,797	\$ 433,492	\$ (93,305)	-17.71%	
Net Cost of Programming, Scholarships and Student Support	\$ 328,329	\$ 263,769	\$ 509,847	\$ 416,542	\$ (93,305)	-18.30%	

2014-15 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 Intentional reductions figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2014 Projected	831	16	815	815	\$ 17.25	\$ 14,059	\$ 14,059
Fall 2014 Projected	23,133	761	22,372	22,372	\$ 19.25	\$ 430,661	\$ 430,661
Winter 2015 Projected	20,658	574	20,084	20,084	\$ 17.25	\$ 346,449	\$ 346,449
Spring 2015 Projected	20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
Projected FY	65,368	1,940	63,428		\$ 17.42	\$ 1,138,877	\$ 1,138,877

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 2014 Projected	815	1.93%	16	\$ 1.00	\$ 16	\$ 16
Fall 2014 Projected	22,372	3.29%	761	\$ 1.00	\$ 761	\$ 761
Winter 2015 Projected	20,084	2.78%	574	\$ 1.00	\$ 574	\$ 574
Spring 2015 Projected	20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
Projected FY	63,428	2.71%	1,940	\$ 1.00	\$ 1,940	\$ 1,940

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 2014 Projected	\$ 16	\$ 14,059	\$ 14,075	\$ 14,075	\$ -	\$ 14,075
Fall 2014 Projected	\$ 761	\$ 430,661	\$ 431,422	\$ 431,422	\$ -	\$ 431,422
Winter 2015 Projected	\$ 574	\$ 346,449	\$ 347,023	\$ 347,023	\$ -	\$ 347,023
Spring 2015 Projected	\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
Projected FY	\$ 1,940	\$ 1,138,877	\$ 1,140,817	\$ 1,140,817	\$ -	\$ 1,140,817

(Up to 25% of Current Year's Operating Expenditure Budget)				2014-15 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		2014-15 A.S.I. Revenue Projections	\$ 1,140,817
A. Working Capital	55%	\$ 18,823			
B. Current Operations	10%	\$ 3,422			
C. Capital Replacement	20%	\$ 6,845			
D. Contingency Failure	15%	\$ 5,134			
Total 3% Reserve Allocation		\$ 34,225		Total	\$ 1,140,817
				Required 3% Reserve 2014-15	\$ 34,224.51
				2014-15 A.S.I. Revenue Projections	\$ 1,106,592

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% = \$34,232.13. 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.