

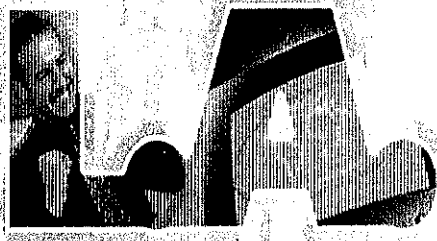
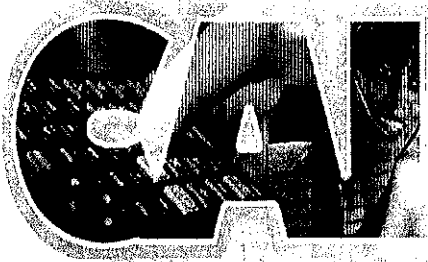
Associated Students, Inc.




For ASU's Students, with Service to the Future

2014-2015

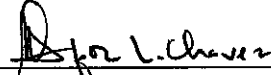
Approved 6&6 Budget Review



Approved by:



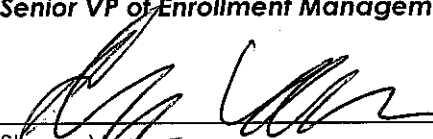
Dr. William Covino Date
University President



Lisa M. Chavez Date
VP of Administration Finance & CFO



Dr. Nancy Wada-McKee Date
Senior VP of Enrollment Management




Shane Vera Date
A.S.I. President



Interim W. Weser Date
A.S.I. Executive Director



Memo

DATE: Thursday, April 16, 2015
TO: A.S.I. Board of Directors
FROM: Intef W. Weser, A.S.I. Executive Director
A.S.I. Finance Committee 
CC: A.S.I. Staff
University Budget Office
File
SUBJECT: REVISED 2014-15 A.S.I. 6&6 Budget Review

Attached is the revised 2014-15 Associated Students, Inc. 6&6 Budget Review. After consultation with the University Budget Office and University Controller, A.S.I. will be able to reallocate retained earnings into our current year budget to directly benefit Cal State L.A. students and to meet essential operation needs within the organization.

Upon additional review the University Budget Office requested we make adjustments requiring a reduction in revenues & expenses to ensure we have 3% of our operating revenue in reserve. This budget reflects these changes.

If approved, by the B.O.D. The budget will be sent to Dr. Nancy Wada-Mckee, Senior Vice President for Enrollment Management, and Mrs. Lisa Chavez, Vice President for Administration and Chief Financial Officer.

Once approved, 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.

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5151 State University Drive, Room 105
Los Angeles, California 90032

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



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

2014-15 6&6 Budget Review

Revised
Friday, April 24, 2015

2014-15 6&6 Budget Review							
<i>Revenue and Investments</i>		2013/2014	YTD 2014-15	2014/2015	2014/2015	Net Budget	Percent
Description of Item		Actual	as of 12/31/14	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change
Projected Fee Revenue *							
Summer 2014 Actual	\$	-	\$ 16,738	\$	\$	\$	#DIV/0!
Fall 2014 Actual	\$	-	\$ 468,234	\$	\$	\$	#DIV/0!
Winter 2015	\$	-	\$	\$	\$	\$	#DIV/0!
Spring 2015	\$	-	\$	\$	\$	\$	#DIV/0!
<i>* Amended to reflect Fee Reconciliations</i>							
Student Fee Revenue	\$	1,185,392	\$ 484,972	\$ 1,190,971	\$ 1,190,971	\$ -	0.00%
Other Projected Revenue							
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$	3,977	\$ 2,110	\$ 5,000	\$ 5,000	\$ (0)	-0.01%
Revenue (Student & University Support)	\$	9,896	\$ 2,470	\$ 11,950	\$ 11,950	\$ -	0.00%
Transfer from Retained Earnings	\$	-	\$ -	\$ -	\$ 254,618	\$ 254,618	#DIV/0!
Total Other Revenue	\$	13,873	\$ 4,580	\$ 16,950	\$ 271,568	\$ 254,617	1502.13%
Total Revenue	\$	1,199,265	\$ 489,552	\$ 1,207,921	\$ 1,462,539	\$ 254,617	21.08%
Projected Expenses							
Administration	\$	390,221	\$ 196,560	\$ 393,177	\$ 430,107	\$ 36,930	9.39%
ASI Student Government	\$	341,055	\$ 161,960	\$ 381,252	\$ 416,656	\$ 35,404	9.29%
Student & University Support (formerly Programming & University Support)	\$	440,033	\$ 218,133	\$ 433,492	\$ 615,185	\$ 181,693	41.91%
Total Unit Expense	\$	1,171,309	\$ 576,653	\$ 1,207,921	\$ 1,461,949	\$ 254,028	21.03%
Total Revenue	\$	1,199,265	\$ 489,552	\$ 1,207,921	\$ 1,462,539	\$ 254,617	21.08%
Total Unit Expense	\$	1,171,309	\$ 576,653	\$ 1,207,921	\$ 1,461,949	\$ 254,028	21.03%
Net Operating Income/(Deficit)	\$	27,956	\$ (87,101)	\$ 0	\$ 590		
<i>NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.</i>							
Fund Balance							
Beginning Fund Balance	\$	1,498,974					
Net Operating Income/(Deficit)	\$	1,199,265					
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$	(1,185,500)					
Ending Fund Balance	\$	1,512,739					

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:
 \$ 45,382.16

Administration Description of Item	2013/2014	YTD 2014-15	2014/2015	2014/2015	Net Budget	Percent	2014-15 6&6 Budget Review Comment/Variance Explanation
	Actual	as of 12/31/14	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change	
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 109,205	\$ 57,508	\$ 120,617	\$ 129,856	\$ 9,239	7.66%	This increase is due to expansion of role and responsibilities of an Executive Director Administrative Assistant position from student assistant to temporary part-time.
Staff Benefits & Annual contribution to VEBA Trust post retirement account (\$5,000)	\$ 40,291	\$ 29,514	\$ 55,899	\$ 58,245	\$ 2,346	4.20%	Increase is due to staffing additions.
Student Salaries	\$ 58,196	\$ 21,447	\$ 43,010	\$ 46,931	\$ 3,921	9.12%	This increase is due the addition of one General Manager Student Administrative Assistant position and minimum wage increase for all Student Assistants.
Total Personnel	\$ 207,692	\$ 108,469	\$ 219,526	\$ 235,032	\$ 15,506	7.06%	
Supplies and Services							
Staff Development	\$ 326	\$ 137	\$ 420	\$ 845	\$ 425	101.19%	Providing a winter & spring staff training focusing on risk management and customer service.
Dues/Subscriptions	\$ 500	\$ 500	\$ 540	\$ 1,020	\$ 480	88.81%	Secured employment compliance documents (\$210), Spotify music commercial free account to set event ambiance (\$130.67), Prezi Presentation subscription (\$59), and HootSuite Social Media Platform (\$119.88).
Bank Charges	\$ 3,003	\$ 1,597	\$ 3,000	\$ 3,360	\$ 360	12.00%	Monthly cost to conduct business has increased.
Operating Expenses (Supplies & Services)	\$ 25,266	\$ 8,834	\$ 9,560	\$ 33,136	\$ 23,576	246.61%	Move Toshiba copier service charges from Technology, VEBA Trust Annual Adm Fee (\$250) and one time loan repayment to AOA on behalf of the VEBA Trust (\$500), and additional funding for A.S.I. spirit & branding enhancements. Additional estimated expense to reconfigure A.S.I. office and secure additional furniture \$15,000.
Technology Related	\$ 7,008	\$ 4,405	\$ 9,156	\$ 1,685	\$ (7,471)	-81.60%	Move Toshiba copier service charges from Technology to Operating Expenses (supplies & services)
Payroll Charges	\$ 3,465	\$ 1,086	\$ 4,025	\$ 4,025	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 44,568	\$ 19,059	\$ 31,701	\$ 49,071	\$ 17,370	54.79%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 1,428	\$ -	\$ 3,725	\$ 4,285	\$ 560	15.03%	Additional funding to attend AOA AS Advisor Summit held in Sacramento, CA during CHESS. Focus managing successful online General Elections along with strategies to improve student involvement in Shared Governance.
Total Travel	\$ 1,428	\$ -	\$ 3,725	\$ 4,285	\$ 560	15.03%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 28,780	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 20,165	\$ 14,590	\$ 18,677	\$ 18,677	\$ -	0.00%	
Fee Collection Services	\$ 8,914	\$ 3,620	\$ 8,169	\$ 8,169	\$ (0)	0.00%	
Insurance	\$ 7,162	\$ 6,967	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 20,279	\$ 3,848	\$ 3,500	\$ 6,995	\$ 3,495	99.86%	This increase covered an end of the year legal expense.
Lease Chargeback's	\$ 22,453	\$ 11,227	\$ 26,953	\$ 26,953	\$ 0	0.00%	
Total Contracts, MOU's and Leases	\$ 136,533	\$ 69,032	\$ 122,859	\$ 126,354	\$ 3,495	2.84%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%	
Total Equipment	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%	
Total Administrative Expenses	\$ 390,221	\$ 196,560	\$ 393,177	\$ 430,107	\$ 36,930	9.39%	
Net Cost of Administration	\$ 390,221	\$ 196,560	\$ 393,177	\$ 430,107	\$ 36,930	9.39%	

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

	\$ 3,695.00	\$ 1,141
Retirement	\$ (57,449.00)	\$ -
Depreciation	\$ 15,213.00	\$ 827

Student Government Description of Item	2013/2014	YTD 2014-15	2014/2015	2014/2015	Net Budget	Percent	2014-15 6&6 Budget Review Comment/Variance Explanation
	Actual	as of 12/31/14	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change	
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses*							
Personnel							
Staff Salaries	\$ 91,626	\$ 44,448	\$ 99,793	\$ 118,006	\$ 18,213	18.25%	The Personnel Committee approved the creation of a fulltime Graphic Designer and Marketing Coordinator position to strengthen our marketing and branding efforts.
Student Salaries	\$ 39,145	\$ 16,727	\$ 44,460	\$ 32,890	\$ (11,570)	-26.02%	Adjustment is possible due to student assistant salary savings.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 42,557	\$ 19,309	\$ 47,394	\$ 54,525	\$ 7,131	15.05%	This increase is due to the creation of a fulltime Graphic Designer and Marketing Coordinator position.
Total Personnel	\$ 173,328	\$ 80,484	\$ 191,647	\$ 205,421	\$ 13,774	7.19%	
Supplies and Services							
Technology Related	\$ 22,048	\$ 7,695	\$ 23,017	\$ 30,861	\$ 7,844	34.08%	Moved Toshiba copier services to Operating Expenses (supplies & services)(-\$12,126); The increase is directly related to the purchase of two computers for the general area (\$1,400), contractor expenses to expand by three data ports in the general area (\$1,651), securing 25 tablets to support A.S.I. becoming more green (\$5,000), conference room projector & instillation (\$5,000) and several graphic supply needs (\$6,000).
Marketing and Advertisement; Hospitality *	\$ 968	\$ 797	\$ 3,255	\$ 5,710	\$ 2,455	75.42%	Increased funding to secure new A.S.I. canopies and table covers to brand A.S.I.
Operating Expenses	\$ 2,075	\$ 2,035	\$ 4,940	\$ 17,816	\$ 12,876	260.65%	Move Toshiba copier service charges from Technology (\$12,126) and VEBA Trust Annual Adm Fee (\$250) and one time loan repayment to AOA (\$500) on behalf of the VEBA Trust.
Total Supplies and Services	\$ 25,091	\$ 10,527	\$ 31,212	\$ 54,387	\$ 23,175	74.25%	
CSSA							
California State Student Association (CSSA) Dues	\$ 14,141	\$ 15,350	\$ 15,350	\$ 15,350	\$ 0	0.00%	
A.S.I. Student Government Travel	\$ 9,942	\$ 2,880	\$ 25,541	\$ 25,541	\$ -	0.00%	
Total CSSA	\$ 24,083	\$ 18,230	\$ 40,891	\$ 40,891	\$ 0	0.00%	
FT Staff Travel							
Travel	\$ 9,242	\$ 1,199	\$ 4,230	\$ 8,337	\$ 4,107	97.09%	Additional funding for travel expenses for new Graphic Designer & Marketing Coordinator graphic/marketing conference, Programs Coordinator to attend NASPA & AOA AS Advisor Summit held in Sacramento, CA during CHES and travel expenses for Director of Programs and Leadership to continue in leadership roles in NASPA Regional and National Conferences.
Total FT Staff Travel	\$ 9,242	\$ 1,199	\$ 4,230	\$ 8,337	\$ 4,107	97.09%	
ASI President's Budget							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ 0	0.02%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ 0	0.04%	
Total A.S.I. President's Budget	\$ -	\$ -	\$ 150	\$ 150	\$ 0	0.03%	
Grant-In-Aid							
Grant-In-Aid	\$ 109,311	\$ 51,520	\$ 113,122	\$ 107,469	\$ (5,653)	-5.00%	
Total Grant-In-Aid	\$ 109,311	\$ 51,520	\$ 113,122	\$ 107,469	\$ (5,653)	-5.00%	
Total Student Government Expenses *	\$ 341,055	\$ 161,960	\$ 381,252	\$ 416,656	\$ 35,404	9.29%	
Net Cost of Student Government	\$ 341,055	\$ 161,960	\$ 381,252	\$ 416,656	\$ 35,404	9.29%	

Note:

*Excludes PTO expense and Insurance Premiums of: \$ (4,717) \$ 2,823

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

Student & University Support (formerly Programming & University Support) Description of Item	2013/2014	YTD 2014-15	2014/2015	2014/2015	Net Budget	Percent	2014-15 6&6 Budget Review Comment/Variance Explanation
	Actual	as of 12/31/14	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change	
Revenue *							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 3,977	\$ 2,110	\$ 5,000	\$ 5,000	\$ -	0.00%	
Locker Revenue	\$ 4,585	\$ 1,645	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev Other, Events, & Laptop Rev)	\$ 1,134	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,347	\$ 197	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 428	\$ 63	\$ 250	\$ 250	\$ -	0.00%	
Commissions (Knott's Ticket Sales + Scary Farm Sales)	\$ 1,103	\$ 166	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 1,299	\$ 399	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 13,873	\$ 4,580	\$ 16,950	\$ 16,950	\$ -	0.00%	
Expenses							
Student Support (formerly Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 64,353	\$ 17,410	\$ 66,360	\$ 93,160	\$ 26,800	40.33%	Additional funding allocated to assist with funding Department, Club Banquet, Dinner, & Conference initiatives \$11,800 & \$15,000 for winter club funding.
Leadership Development	\$ 20,561	\$ 23,601	\$ 24,395	\$ 28,468	\$ 4,073	16.70%	Increased funding for the winter quarter leadership training to host a motivational speaker.
Programming & Advocacy	\$ 148,178	\$ 41,502	\$ 110,494	\$ 237,238	\$ 126,744	114.71%	Funding allocated to College & At-Large-Reps (\$10,000); Homecoming 2015 special event (\$5,000); Alternative Funding Initiative (\$4,519); Spring Music Fest (\$120,000); Refill Stations Initiatives(\$10,000); Cell Phone Charging Station (\$1,781).
Marketing and Advertisement	\$ 27,857	\$ 14,447	\$ 34,686	\$ 55,990	\$ 21,304	61.42%	Expanded marketing (\$3,000) and A.S.I. Gear initiatives (\$3,000), increased blue book and scantron allocation to (\$4,000) each per quarter, and Envato Image Market Allocation (\$2,000)
Total Programming	\$ 260,949	\$ 96,960	\$ 235,935	\$ 414,856	\$ 178,921	75.83%	
Scholarships & Vouchers							
Book Voucher Program	\$ 10,979	\$ 3,578	\$ 21,000	\$ 16,800	\$ (4,200)	-20.00%	Fewer than expected students applied for the Book Voucher Program allowing for this reduction.
Committee Permits/Vouchers	\$ 2,880	\$ 370	\$ 9,720	\$ 11,992	\$ 2,272	23.37%	Due to increased student participation in campus wide committees there is a need to increase funding in this area along with the administrative costs. The Shared Governance Committee approved rounding up the \$90 incentive total to \$100 in the Spring quarter.
A.S.I. Scholarships	\$ 18,000	\$ 18,000	\$ 18,000	\$ 19,500	\$ 1,500	8.33%	We received at \$500 donation to the Raul Henderson Scholarship and along with and it is recommended to offer four additional scholarships for the Henderson Scholarship.
Total Scholarships & Vouchers	\$ 31,859	\$ 21,948	\$ 48,720	\$ 48,292	\$ (428)	-0.88%	
University Support							
Children's Center	\$ 125,119	\$ 83,474	\$ 125,211	\$ 125,211	\$ 0	0.00%	
EOP	\$ 6,891	\$ 4,594	\$ 6,891	\$ 6,891	\$ (0)	0.00%	
EPIC (Educational Participation in Communities)	\$ 15,215	\$ 11,157	\$ 16,735	\$ 16,735	\$ (0)	0.00%	
Golden Eagle Radio	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,200	#DIV/0!	This allocation will assist Golden Eagle Radio with their winter launch of the station. College of Arts and Letters was going to initially match the \$3,200 allocation but recently decided not to fund their portion.
Total Student Support	\$ 147,225	\$ 99,225	\$ 148,837	\$ 152,037	\$ 3,200	2.15%	
Total Programming and Student Support Expenses	\$ 440,033	\$ 218,133	\$ 433,492	\$ 615,185	\$ 181,693	41.91%	
Net Cost of Programming, Scholarships and Student Support	\$ 426,160	\$ 213,553	\$ 416,542	\$ 598,235	\$ 181,693	43.62%	

2014-15 A.S.I. Revenue Projections

<i>Student Fees (Full Fees)</i> Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitonal Research Figures	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2014 Actual	967	9	958	958	\$ 17.25	\$ 16,526	\$ 16,526
Fall 2014 Actual	24,488	188	24,300	24,300	\$ 19.25	\$ 467,775	\$ 467,775
Winter 2015 Actual	23,328	204	23,124	23,124	\$ 17.25	\$ 398,889	\$ 398,889
Spring 2015 Projected	20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
Projected FY	69,529	990	68,539		\$ 17.70	\$ 1,230,898	\$ 1,230,898

<i>Student Fees (Fee Waivers)</i> 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 Actual	958	0.93%	9	\$ 1.00	\$ 9	\$ 9
Fall 2014 Actual	24,300	0.77%	188	\$ 1.00	\$ 188	\$ 188
Winter 2015 Actual	23,124	0.87%	204	\$ 1.00	\$ 204	\$ 204
Spring 2015 Projected	20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
Projected FY	68,539	1.35%	990	\$ 1.00	\$ 990	\$ 990

<i>Student Fees (Total)</i> 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 Actual	\$ 9	\$ 16,526	\$ 16,535	\$ 16,738	\$ 204	\$ 16,738
Fall 2014 Actual	\$ 188	\$ 467,775	\$ 467,963	\$ 468,234	\$ 271	\$ 468,234
Winter 2015 Actual	\$ 204	\$ 398,889	\$ 399,093	\$ 399,524	\$ 431	\$ 399,524
Spring 2015 Projected	\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
Projected FY	\$ 990	\$ 1,230,898	\$ 1,231,888	\$ 1,232,793	\$ 906	\$ 1,232,793

(Up to 25% of Current Year's Operating Expenditure Budget)			2014-15 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 20,341		
B. Current Operations	10%	\$ 3,698		
C. Capital Replacement	20%	\$ 7,397		
D. Contingency Failure	15%	\$ 5,548		
Total 3% Reserve Allocation		\$ 36,984		
			2014-15 A.S.I. Revenue Projections	\$ 1,232,793
			Total	\$ 1,232,793
			Required 3% Reserve 2014-15	\$ 36,983.80
			2014-15 A.S.I. Revenue Projections	\$ 1,195,809

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% = \$35,408.77. 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.