



# 2014-2015

## Approved 9&3 Budget Review


Approved by:

  
Dr. William Covino  
University President  
Date 8/8/15

  
Lisa M. Chavez  
VP of Administration Finance & CFO  
Date 8/25/15

  
Dr. Nancy Wada-McKee  
Senior VP of Enrollment Management  
Date 8/21/15

  
Ejin Hakkobian  
A.S.I. President  
Date 8.18.15

  
Prof. W. Weser  
A.S.I. Executive Director  
Date 8/18/15



**Memo**

DATE: Friday, June 5, 2015  
TO: Mae Santos, Associate VP of Administration and Finance  
FROM: Intef W. Weser, A.S.I. Executive Director *IW*  
CC: Dr. Nancy Wada-McKee, Senior VP of Enrollment Management  
John Tchong, Assistant Director of Budget Administration  
Thomas Leung, University Controller  
A.S.I. B.O.D., Finance Committee, A.S.I. Staff, & File

SUBJECT: Cal State L.A. Music Fest Summary

The festival was conceived as an opportunity for cross-campus collaborations and programming partnerships. Based on returns and actual costs from the three A.S.I. Hip Hop & Comedy Fests, planning began with the expectation of an inflated investment. Though the artists booked in 2015 had the same name recognition as those secured for past ventures and mirrored those price points, our security costs increased by over 800% while the expected revenue of \$45,000 went unrealized. Still, 1,349 tickets were obtained by Cal State LA students and 206 names were held at Will Call. In total, 1,555 persons had access to the event. The first 600 people through the door received commemorative giveaways and that supply was depleted before the main acts took the stage. Students were surveyed through an online evaluation module, and based on the data trend, the event received overwhelmingly positive reviews from attendees. A less formal analysis of the overall event attendance also noted another trend - student dissatisfaction with the 'no guests policy.' It is our belief that this had a direct correlation with poor tickets sales resulting in the ultimate decision to open up the event for free.

The A.S.I. Board of Directors was informed of all the changes noted above and voted to approve the attached budget adjustments related to the Music Fest. As a result the cost increased by \$20,817 which was already covered by the previous retained earnings allocation approved by the Board of Directors in the beginning of the year.

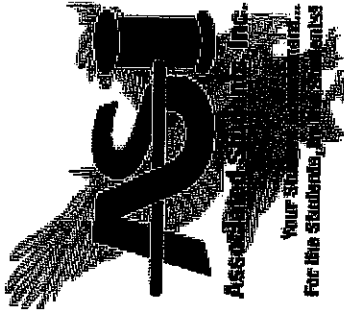
If you have any questions regarding the above, please contact Intef W. Weser at 3-5858.

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5454 State University Green, Room 105  
Los Angeles, California 90032



**Memo**

DATE: Friday, June 19, 2015  
TO: Dr. Nancy Wada-McKee,  
Senior VP of Enrollment Management  
FROM: Intef W. Weser, A.S.I. Executive Director *JPW*  
CC: A.S.I. B.O.D., Finance Committee, A.S.I. Staff, & File  
SUBJECT: 2014-15 A.S.I. 9&3 Budget Review

Attached is a copy of the 2014-15 Associated Students, Inc. 9&3 Budget Review.

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, June 4, 2015.

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.

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Los Angeles, California 90032

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



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

**2014-15 9&3 Budget Review**

**Revised**  
Thursday, June 4, 2015



<b>Administration</b> Description of Item	2013/2014 Actual	YTD 2014-15 as of 03/1/15	2014/2015 Approved 686 Budget Review	2014/2015 Proposed 9&3 Budget Review	Net Budget Modification	Percent Change	2014-15 9&3 Budget Review Comment/Variance Explanation
<b>Revenue</b>							
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	- #DIV/0!	
<b>Expenses *</b>							
<b>Personnel</b>							
Staff Salaries	\$ 109,205	\$ 87,662	\$ 129,856	\$ 129,856	\$ -	0.00%	
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,291	\$ 42,611	\$ 58,245	\$ 58,245	\$ -	0.00%	
Student Salaries	\$ 58,196	\$ 32,200	\$ 46,931	\$ 46,931	\$ -	0.00%	
<b>Total Personnel</b>	\$ 207,692	\$ 162,473	\$ 235,032	\$ 235,032	\$ -	0.00%	
<b>Supplies and Services</b>							
Staff Development	\$ 326	\$ 153	\$ 845	\$ 845	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 500	\$ 1,020	\$ 1,020	\$ -	0.00%	
Bank Charges	\$ 3,003	\$ 2,344	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 25,266	\$ 20,554	\$ 33,136	\$ 33,136	\$ -	0.00%	
Technology Related	\$ 7,008	\$ 5,931	\$ 1,685	\$ 1,685	\$ -	0.00%	
Payroll Charges	\$ 3,465	\$ 1,742	\$ 4,025	\$ 4,025	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	0.00%	
<b>Total Supplies and Services</b>	\$ 44,568	\$ 34,974	\$ 49,071	\$ 49,071	\$ -	0.00%	
<b>Travel</b>							
Seminars, Conf., Memberships and Travel	\$ 1,428	\$ 33	\$ 4,285	\$ 4,285	\$ -	0.00%	
<b>Total Travel</b>	\$ 1,428	\$ 33	\$ 4,285	\$ 4,285	\$ -	0.00%	
<b>Contracts, MOU's and Leases</b>							
University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 20,165	\$ 17,250	\$ 16,677	\$ 16,677	\$ -	0.00%	
Fee Collection Services	\$ 8,914	\$ 3,620	\$ 8,169	\$ 9,700	\$ 1,531	18.75%	This increase is due to Cal State L.A. recent enrollment growth.
Insurance	\$ 7,162	\$ 7,218	\$ 6,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 20,279	\$ 3,848	\$ 6,995	\$ 6,995	\$ -	0.00%	
Lease Chargeback's	\$ 22,453	\$ 16,840	\$ 26,953	\$ 26,953	\$ -	0.00%	
<b>Total Contracts, MOUs and Leases</b>	\$ 136,533	\$ 91,946	\$ 126,354	\$ 127,885	\$ 1,531	1.21%	
<b>Equipment</b>							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
<b>Total Equipment</b>	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
<b>Total Administrative Expenses</b>	\$ 390,221	\$ 289,426	\$ 430,107	\$ 431,638	\$ 1,531	0.36%	
<b>Net Cost of Administration</b>	\$ 390,221	\$ 289,426	\$ 430,107	\$ 431,638	\$ 1,531	0.36%	

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

	\$ 3,695.00	\$ 1,366
Retirement	(\$ 57,449.00)	-
Depreciation	15,213.00	1,036

Student Government Description of Item	2013/2014	YTD 2014-15	2014/2015		Net Budget Modification	Percent Change	2014-15 Q&Q Budget Review Comment/Variance/Explanation
	Actual	as of 3/31/15	Approved Q&Q Budget Review	Proposed Q&Q Budget Review			
<b>Revenue</b>							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>Expenses*</b>							
<b>Personnel</b>							
Staff Salaries	\$ 91,626	\$ 77,397	\$ 118,006	\$ 118,006	\$ -	0.00%	
Student Salaries	\$ 39,145	\$ 21,174	\$ 32,890	\$ 32,890	\$ -	0.00%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 42,557	\$ 29,446	\$ 54,525	\$ 54,525	\$ -	0.00%	
<b>Total Personnel</b>	<b>\$ 173,328</b>	<b>\$ 128,017</b>	<b>\$ 205,421</b>	<b>\$ 205,421</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Supplies and Services</b>							
Technology Related	\$ 22,048	\$ 11,338	\$ 30,861	\$ 28,861	\$ (2,000)	-6.48%	Quote to purchase and install projector in conference room is lower than projected.
Marketing and Advertisement; Hospitality *	\$ 968	\$ 4,996	\$ 5,710	\$ 5,710	\$ -	0.00%	
Operating Expenses	\$ 2,075	\$ 6,829	\$ 17,816	\$ 17,816	\$ -	0.00%	
<b>Total Supplies and Services</b>	<b>\$ 25,091</b>	<b>\$ 23,163</b>	<b>\$ 54,387</b>	<b>\$ 52,387</b>	<b>\$ (2,000)</b>	<b>-3.68%</b>	
<b>CSSA</b>							
California State Student Association (CSSA) Dues	\$ 14,141	\$ 15,350	\$ 15,350	\$ 15,350	\$ -	0.00%	
A.S.I. Student Government Travel	\$ 9,942	\$ 6,817	\$ 25,541	\$ 25,541	\$ -	0.00%	
<b>Total CSSA</b>	<b>\$ 24,083</b>	<b>\$ 21,967</b>	<b>\$ 40,891</b>	<b>\$ 40,891</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>FT Staff Travel</b>							
Travel	\$ 9,242	\$ 8,529	\$ 8,337	\$ 8,337	\$ -	0.00%	
<b>Total FT Staff Travel</b>	<b>\$ 9,242</b>	<b>\$ 8,529</b>	<b>\$ 8,337</b>	<b>\$ 8,337</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>ASI President's Budget</b>							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ -	0.00%	
<b>Total A.S.I. President's Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Grant-In-Aid</b>							
Grant-In-Aid	\$ 109,311	\$ 79,261	\$ 107,469	\$ 106,218	\$ (1,252)	-1.16%	
<b>Total Grant-In-Aid</b>	<b>\$ 109,311</b>	<b>\$ 79,261</b>	<b>\$ 107,469</b>	<b>\$ 106,218</b>	<b>\$ (1,252)</b>	<b>-1.16%</b>	
<b>Total Student Government Expenses *</b>	<b>\$ 341,055</b>	<b>\$ 260,937</b>	<b>\$ 416,656</b>	<b>\$ 413,405</b>	<b>\$ (3,252)</b>	<b>-0.78%</b>	
<b>Net Cost of Student Government</b>	<b>\$ 341,055</b>	<b>\$ 260,937</b>	<b>\$ 416,656</b>	<b>\$ 413,405</b>	<b>\$ (3,252)</b>	<b>-0.78%</b>	

Note:

\*Excludes PTO expense and Insurance Premiums of: \$ (4,717) \$ 3,215

\* Due to the CMS account transition the Marketing &amp; 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 9&3 Budget Review Comment/Variance Explanation
	Actual	as of 03/1/15	Approved 8&6 Budget Review	Proposed 9&3 Budget Review	Modification	Change	
<b>Revenue *</b>							
Interest income & Los Angeles Investment Fund (L.A.I.F..)	\$ 3,977	\$ 2,840	\$ 5,000	\$ 5,000	\$ -	0.00%	
Locker Revenue	\$ 4,585	\$ 3,080	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev Other, Events, & Laptop Rev)	\$ 1,134	\$ 2,790	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,347	\$ 1,149	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 428	\$ 51	\$ 250	\$ 250	\$ -	0.00%	
Commissions (Knott's Ticket Sales + Scary Farm Sales)	\$ 1,103	\$ 829	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 1,299	\$ 13,496	\$ 3,000	\$ 3,000	\$ -	0.00%	
<b>Total Programming and Student Support Revenue</b>	<b>\$ 13,673</b>	<b>\$ 24,235</b>	<b>\$ 16,950</b>	<b>\$ 16,950</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Expenses</b>							
<b>Student Support (formerly Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 64,353	\$ 25,811	\$ 93,160	\$ 93,160	\$ -	0.00%	
Leadership Development	\$ 20,561	\$ 27,483	\$ 28,468	\$ 28,468	\$ -	0.00%	
Programming & Advocacy	\$ 148,178	\$ 102,786	\$ 237,238	\$ 256,930	\$ 19,692	8.30%	The cost to host the Music Fest increased during the planning and unfortunately could not be offset by revenue given the event was free to Cal State L.A. Students.
Marketing and Advertisement	\$ 27,857	\$ 31,167	\$ 55,990	\$ 48,474	\$ (7,516)	-13.42%	The decrease is possible due to a recalibration of actual expenses.
<b>Total Programming</b>	<b>\$ 260,949</b>	<b>\$ 187,247</b>	<b>\$ 414,856</b>	<b>\$ 427,032</b>	<b>\$ 12,176</b>	<b>2.93%</b>	
<b>Scholarships &amp; Vouchers</b>							
Book Voucher Program	\$ 10,979	\$ 4,071	\$ 16,800	\$ 13,446	\$ (3,354)	-19.96%	The decrease is possible due to a recalibration of actual expenses.
Committee Permits/Vouchers	\$ 2,880	\$ 1,187	\$ 11,992	\$ 5,480	\$ (6,512)	-54.30%	The decrease is possible due to a recalibration of actual expenses and student involvement.
A.S.I. Scholarships	\$ 18,000	\$ 18,000	\$ 19,500	\$ 19,500	\$ -	0.00%	
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 31,859</b>	<b>\$ 23,258</b>	<b>\$ 48,292</b>	<b>\$ 38,426</b>	<b>\$ (9,866)</b>	<b>-20.43%</b>	
<b>University Support</b>							
Children's Center	\$ 125,119	\$ 83,474	\$ 125,211	\$ 125,211	\$ -	0.00%	
EOP	\$ 6,891	\$ 4,594	\$ 6,891	\$ 6,891	\$ -	0.00%	
EPIC (Educational Participation in Communities)	\$ 15,215	\$ 11,157	\$ 16,735	\$ 16,735	\$ -	0.00%	
Golden Eagle Radio	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	0.00%	
<b>Total Student Support</b>	<b>\$ 147,225</b>	<b>\$ 99,225</b>	<b>\$ 152,037</b>	<b>\$ 152,037</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Total Programming and Student Support Expenses</b>	<b>\$ 440,033</b>	<b>\$ 309,730</b>	<b>\$ 615,185</b>	<b>\$ 617,495</b>	<b>\$ 2,310</b>	<b>0.38%</b>	
<b>Net Cost of Programming, Scholarships and Student Support</b>	<b>\$ 426,160</b>	<b>\$ 285,495</b>	<b>\$ 598,235</b>	<b>\$ 600,545</b>	<b>\$ 2,310</b>	<b>0.39%</b>	



**2014-15 A.S.I. Revenue Projections**

<b>Student Fees (Full Fees)</b> Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intentional Research Figures	Revenue per Student C	Estimated Revenue D = C(A-B)	Expected Receipts
Summer 2014 Actual	957	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
<b>Projected FY</b>	<b>69,529</b>	<b>990</b>	<b>68,539</b>		<b>\$ 17.70</b>	<b>\$ 1,230,898</b>	<b>\$ 1,230,898</b>

<b>Student Fees (Fee Waivers)</b> 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
<b>Projected FY</b>	<b>68,539</b>	<b>1.35%</b>	<b>990</b>	<b>\$ 1.00</b>	<b>\$ 990</b>	<b>\$ 990</b>

<b>Student Fees (Total)</b> 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	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
<b>Projected FY</b>	<b>\$ 990</b>	<b>\$ 1,230,898</b>	<b>\$ 1,231,888</b>	<b>\$ 1,232,793</b>	<b>\$ 906</b>	<b>\$ 1,232,793</b>

(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	2014-15 A.S.I. Revenue Projections	\$ 1,232,793
B. Current Operations	10%	\$ 3,698		
C. Capital Replacement	20%	\$ 7,397	Total	\$ 1,232,793
D. Contingency Failure	15%	\$ 5,548	Required 3% Reserve 2014-15	\$ 36,983.80
<b>Total 3% Reserve Allocation</b>		<b>\$ 36,984</b>		

**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.