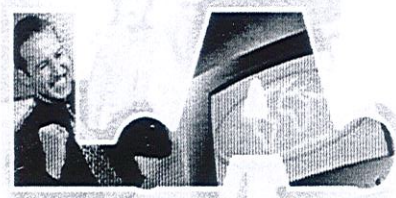


Associated Students, Inc.



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PRESIDENT'S OFFICE

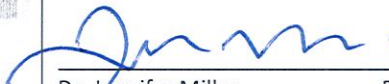
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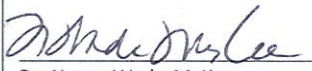
A.S.I. 6&6 Budget Review

Approved by:

 5/25/16
Dr. William Covino Date
University President

 5/23/16
Lisa M. Chavez Date
VP of Administration Finance & CFO

 5/11/16
Dr. Jennifer Miller Date
Dean of Students

 5/16/16
Dr. Nancy Wada-McKee Date
Senior Associate VP of Enrollment Management

 5/11/16
Ejnain Hakobian Date
A.S.I. President

 5/11/16
Interim W. Weser Date
A.S.I. Executive Director



Memo

DATE: Friday, April 1, 2016
TO: A.S.I. Board of Directors
FROM: Intef W. Weser, A.S.I. Executive Director
Antonio Canzona, A.S.I. VP for Finance
CC: A.S.I. Staff,
A.S.I. Finance Committee
File
SUBJECT: 2015-2016 A.S.I. 6&6 Budget Review

Attached is a copy of the 2015-16 Associated Students, Inc. Proposed 6&6 Budget Adjustments for your review.

This budget is being reviewed by the University Budget Office. It incorporates the approved budget adjustments of the \$139K in retained earnings recommended by the EO 369 Budget Review Committee and approved by the University President. It also contains additional 6&6 budget adjustments to finish out the fiscal year.

Once approved, by the Board of Directors it will be forwarded for review and signature by the Dean of Students, Vice Presidents, and University President.

Tel: (323) 943-4780

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www.calestate.edu/asi

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

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



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

2015-16 Proposed 6&6 Budget Review

Revised
Friday, April 01, 2016

2015-16 Proposed 6&6 Budget Review						
Revenue and Investments		2014/2015	YTD 2015-16	2015/2016	2015/2016	Net Budget
Description of Item		Actual	as of 12/31/15	Approved Operating Budget	Proposed 6&6 Budget Review	Modification
Projected Fee Revenue *						
Summer 2015 Actual	\$	-	\$ 20,187		\$	-
Fall 2015 Actual	\$	-	\$ 529,006		\$	-
Winter 2016 Actual	\$	-	\$ -		\$	-
Spring 2016 Projected	\$	-	\$ -		\$	-
* Amended to reflect Fee Reconciliations						
Student Fee Revenue	\$	1,283,495	\$ 549,193	\$ 1,244,959	\$ 1,244,959	\$ -
Other Projected Revenue						
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$	4,194	\$ 2,090	\$ 5,000	\$ 5,000	\$ -
Student & University Support Revenue	\$	26,433	\$ 12,611	\$ 11,950	\$ 11,950	\$ -
Transfer from Retained Earnings	\$	-	\$ -		\$ 139,000	\$ 139,000
Total Other Revenue	\$	30,627	\$ 14,701	\$ 16,950	\$ 155,950	\$ 139,000
Total Revenue	\$	1,314,122	\$ 563,894	\$ 1,261,909	\$ 1,400,909	\$ 139,000
Projected Expenses						
Administration	\$	404,973	\$ 209,881	\$ 414,957	\$ 420,545	\$ 5,588
ASI Student Government	\$	360,135	\$ 172,110	\$ 395,981	\$ 460,140	\$ 64,159
Student & University Support (formerly Programming & University Support)	\$	594,144	\$ 188,819	\$ 450,971	\$ 520,224	\$ 69,253
Total Unit Expense	\$	1,359,252	\$ 570,810	\$ 1,261,909	\$ 1,400,909	\$ 139,000
Total Revenue	\$	1,314,122	\$ 563,894	\$ 1,261,909	\$ 1,400,909	\$ 139,000
Total Unit Expense	\$	1,359,252	\$ 570,810	\$ 1,261,909	\$ 1,400,909	\$ 139,000
Net Operating Income/(Deficit)	\$	(45,130)	\$ (6,916)	\$ -	\$ (0)	\$ -
NOTE:						
Fund Balance						
Beginning Fund Balance	\$	1,512,739	\$ 1,467,465			
Net Operating Income/(Deficit)	\$	(45,130)	\$ (6,916)			
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$	(144)	\$ (455)			
Projected Ending Fund Balance	\$	1,467,465	\$ 1,460,095			

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:
 \$ 38,536.00

Administration Description of Item	2014/2015 Actual	YTD 2015-16 as of 12/31/15	2015/2016 Approved Operating Budget	2015/2016 Proposed 6&6 Budget Review	Net Budget Modification	Percent Change	2015-16 Proposed 6&6 Budget Review
							Comment/Variance Explanation
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 128,643	\$ 61,332	\$ 141,864	\$ 129,084	\$ (12,780)	-9.01%	This downward adjustment due to salary savings for the Administrative Assistant to the Executive Director which is 29hours without benefits. In addition staff merit was clarified by the CSU system at 2% rather than the Board approved 3%.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 61,487	\$ 31,344	\$ 58,102	\$ 57,282	\$ (820)	-1.41%	
Student Salaries	\$ 37,398	\$ 22,377	\$ 43,420	\$ 43,420	\$ -	0.00%	
Total Personnel	\$ 227,528	\$ 115,052	\$ 243,386	\$ 229,786	\$ (13,600)	-5.59%	
Supplies and Services							
Staff Development	\$ 381	\$ -	\$ 845	\$ 845	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 500	\$ 801	\$ 801	\$ (0)	-0.06%	
Bank Charges	\$ 3,144	\$ 1,480	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 29,299	\$ 11,116	\$ 8,250	\$ 8,250	\$ -	0.00%	
Technology Related	\$ 6,914	\$ 1,054	\$ 1,185	\$ 2,485	\$ 1,300	109.70%	This upward increase is due to consolidating expenses from Student Government (i.e. Amazon Website Hosting, Website Hosting Annual Renewal, and purchase computers.)
Payroll Charges	\$ 2,285	\$ 1,950	\$ 4,025	\$ 6,225	\$ 2,200	54.66%	As a result of transitioning the payroll cycle from once a month (12 pay periods) to biweekly (26 pay periods) this year there is an in administrative costs.
Human Resources	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 47,523	\$ 18,600	\$ 23,466	\$ 26,966	\$ 3,500	14.91%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 7,693	\$ 2,973	\$ 4,680	\$ 6,220	\$ 1,540	32.91%	The increase is due to real travel expenses for the AOA Conference and funding staff to attend the AOA AS/SU Advisor Summit.
Total Travel	\$ 7,693	\$ 2,973	\$ 4,680	\$ 6,220	\$ 1,540	32.91%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 28,780	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 18,750	\$ 13,956	\$ 18,877	\$ 18,877	\$ -	0.00%	
Fee Collection Services	\$ 9,608	\$ 4,101	\$ 8,169	\$ 9,008	\$ 839	10.27%	Cal State LA applies a \$.75 cents administrative charge to process student fee collected on behalf of A.S.I.
Insurance	\$ 7,499	\$ 6,399	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 6,359	\$ 8,794	\$ 8,500	\$ 21,809	\$ 13,309	156.58%	This increase is needed to ensure funding for legal expenses anticipated for the balance of the year. \$6500 from the retained earnings and \$6,809 from budget savings.
Lease Chargeback's	\$ 22,453	\$ 11,227	\$ 26,953	\$ 26,953	\$ 0	0.00%	
Total Contracts, MOUs and Leases	\$ 122,229	\$ 73,256	\$ 128,059	\$ 142,207	\$ 14,148	11.05%	
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	\$ 404,973	\$ 209,881	\$ 414,957	\$ 420,545	\$ 5,588	1.35%	
Net Cost of Administration	\$ 404,973	\$ 209,881	\$ 414,957	\$ 420,545	\$ 5,588	1.35%	

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

Retirement	\$ -	\$ -
Depreciation	\$ 1,246.00	\$ 209

Student Government Description of Item	2014/2015	YTD 2015-16	2015/2016	2015/2016	Net Budget	Percent	2015-16 Proposed 6&6 Budget Review Comment/Variance Explanation
	Actual	as of 12/31/15	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change	
Revenue							
Total Student Government Revenue \$	-	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses *							
Personnel							
Staff Salaries \$	115,558	\$ 65,882	\$ 137,127	\$ 127,876	\$ (9,251)	-6.75%	This decrease is due to salary savings from the Graphic Designer and Marketing Coordinator position and Staff merit was clarified by the CSU system at 2% rather than the Board approved 3%.
Student Salaries \$	28,599	\$ 18,255	\$ 33,910	\$ 36,348	\$ 2,438	7.19%	The Personnel Committee approved and recommended the funding of the Presidents Administrative Assistant. In addition, there is funding graphic student assistant to 29 hours per week while a search for full time Graphic and Marketing Coordinator position.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000) \$	40,642	\$ 30,507	\$ 62,115	\$ 58,673	\$ (3,442)	-5.54%	This decrease is due to salary savings.
Total Personnel \$	184,799	\$ 114,644	\$ 233,152	\$ 222,897	\$ (10,255)	-4.40%	
Supplies and Services							
Technology Related \$	13,859	\$ 942	\$ 9,481	\$ 36,644	\$ 27,163	286.50%	This upward increase is due to consolidating expenses from the Administrative budget (i.e. Amazon Website Hosting and Website Hosting Annual Renewal, etc.), computer upgrades in memory, and additional computer units for Graphic Staff (\$8,000). Additional funding for the tablets to replace our meeting folders in an effort to go green and cut down on our paper use at our business meetings.
Marketing and Advertisement; Hospitality * \$	5,612	\$ 596	\$ 3,419	\$ 3,419	\$ -	0.00%	
Operating Expenses \$	10,315	\$ 4,070	\$ 3,590	\$ 44,840	\$ 41,250	1149.03%	This increase is specifically due to the reorganization of the Student Government Administrative Office with IOS Furniture company (\$27,000). Please see the attached floor plan. This allocation also includes additional data ports (\$2,500) and the beautification of the office (i.e. painting (\$4,000), flooring (\$4,000), etc.). Additional funding increase for SPC Consultant to assist A.S.I. with creating our strategic plan (\$3,750).
Total Supplies and Services \$	29,786	\$ 5,608	\$ 16,490	\$ 84,903	\$ 68,413	414.88%	
CSSA							
California State Student Association (CSSA Dues) \$	15,350	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
A.S.I. Student Government Travel \$	15,300	\$ 5,094	\$ 26,103	\$ 41,961	\$ 15,858	60.75%	Travel expense was increased to accommodate additional students to attend CSSA on a monthly basis and increase student attendees to CHES Conference in Sacramento, CA to lobby the legislature in support of Higher Education.
Total CSSA \$	30,650	\$ 5,094	\$ 26,103	\$ 41,961	\$ 15,858	60.75%	
FT Staff Travel							
Travel (In State & Out of State) \$	7,273	\$ 2,442	\$ 6,964	\$ 6,965	\$ 1	0.01%	
Total FT Staff Travel \$	7,273	\$ 2,442	\$ 6,964	\$ 6,965	\$ 1	0.01%	
ASI President's Budget							
Hospitality \$	-	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development \$	-	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies \$	-	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming \$	-	\$ -	\$ 50	\$ 50	\$ -	0.00%	
Total A.S.I. President's Budget \$	-	\$ -	\$ 150	\$ 150	\$ -	0.00%	
Grant-In-Aid							
Grant-In-Aid \$	107,627	\$ 44,322	\$ 113,122	\$ 103,264	\$ (9,858)	-8.71%	The savings in this line item is due to vacant A.S.I. positions and performance adjustments. It accounts for the recommended positions receive a GIA increase: Secretary/Treasurer increase from \$677.60 to \$798.60 Executive Officer Level and Cabinet of Commissioners increase from \$251.96 to \$278.78. Total increase of \$1,127.77 to the line item.
Total Grant-In-Aid \$	107,627	\$ 44,322	\$ 113,122	\$ 103,264	\$ (9,858)	-8.71%	
Total Student Government Expenses * \$	360,135	\$ 172,110	\$ 395,981	\$ 460,140	\$ 64,159	16.20%	
Net Cost of Student Government \$	360,135	\$ 172,110	\$ 395,981	\$ 460,140	\$ 64,159	16.20%	

Note:

*Excludes PTO expense of: \$ 886

(302)

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

Student & University Support (formerly Programming & University Support) Description of Item	2014/2015	YTD 2015-16	2015/2016	2015/2016	Net Budget	Percent	2015-16 Proposed 6&6 Budget Review Comment/Variance Explanation
	Actual	as of 12/31/15	Approved Operating Budget	Proposed 6&6 Budget Review	Modification	Change	
Revenue *							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 4,194	\$ 2,090	\$ 5,000	\$ 5,000	\$ -	0.00%	
Gift Contrib. Income	\$ 2,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,075	\$ 2,415	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev. Other, Events, & Laptop Rev)	\$ 1,638	\$ 1,998	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,961	\$ 415	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 399	\$ (300)	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ -	\$ 840	\$ -	\$ -	\$ -	#DIV/0!	
Commissions (Knott's Ticket Sales)	\$ 1,118	\$ 348	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 15,242	\$ 6,895	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 30,627	\$ 14,701	\$ 16,950	\$ 16,950	\$ -	0.00%	
Expenses							
Student Support (formerly Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 93,540	\$ 12,021	\$ 66,300	\$ 130,245	\$ 63,945	96.45%	The increase is due to a \$23,715.00 allocation to club funding to total \$90,015.00 for the year and allocating \$31,230.00 of unrestricted funds for the Finance Committee to consider based on written proposals. Amounts over \$1,500 will be forwarded to the BOD for approval. Recommended increase to address club funding demands for the spring quarter.
Leadership Development	\$ 30,117	\$ 26,690	\$ 32,530	\$ 38,905	\$ 6,375	19.60%	This upward increase will be applied to expanding the winter leadership training by providing a campus wide motivational speaker.
Programming & Advocacy	\$ 262,990	\$ 21,794	\$ 88,198	\$ 91,930	\$ 3,732	4.23%	The increase in this line item is reflected in a \$10,000 referendum allocation, \$3,000 increase for focus group, survey, student data collection, and \$3,000 allocation to the Cabinet of Commissioners.
Marketing and Advertisement	\$ 38,826	\$ 27,525	\$ 66,623	\$ 76,623	\$ 10,000	15.01%	The funding increase will be applied to marketing and advertisement expenses used to brand A.S.I.
Total Programming	\$ 425,473	\$ 88,030	\$ 253,651	\$ 337,703	\$ 84,052	33.14%	
Scholarships & Vouchers							
Student Book Voucher Program	\$ 12,273	\$ 2,760	\$ 19,200	\$ 14,600	\$ (4,600)	-23.96%	This reduction is due to fewer students applying for the program and funds raised from returned books.
Committee Permits/Vouchers	\$ 3,783	\$ 777	\$ 11,992	\$ 10,793	\$ (1,199)	-10.00%	The funding was released from this line item to address other A.S.I. funding priorities.
A.S.I. Scholarships	\$ 19,500	\$ (1,500)	\$ 13,000	\$ 4,000	\$ (9,000)	-69.23%	\$3,500 of the A.S.I. General Scholarship was moved to the Raul Henderson Scholarship to offer eight (8) \$500 awards (4 for undergraduate and 4 for graduate). It used to be two (2) \$250 awards. \$9,000 was moved to Student Organization Direct Funding & Co-sponsorship in an unrestricted line item for future allocation by the Finance Committee.
Total Scholarships & Vouchers	\$ 35,556	\$ 2,036	\$ 44,192	\$ 29,393	\$ (14,799)	-33.49%	
University Support							
Children's Center	\$ 125,211	\$ 83,474	\$ 125,211	\$ 125,211	\$ -	0.00%	
EOP	\$ (5,601)	\$ 4,456	\$ 6,684	\$ 6,684	\$ 0	0.00%	
EPIC (Educational Participation in Communities)	\$ 11,921	\$ 10,822	\$ 16,233	\$ 16,233	\$ (0)	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 1,584	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Student Support	\$ 133,115	\$ 98,752	\$ 153,128	\$ 153,128	\$ (0)	0.00%	
Total Programming and Student Support Expenses	\$ 594,144	\$ 188,819	\$ 450,971	\$ 520,224	\$ 69,253	15.36%	
Net Cost of Programming, Scholarships and Student Support	\$ 563,517	\$ 174,117	\$ 434,021	\$ 503,274	\$ 69,253	15.96%	

2015-16 A.S.I. Revenue Projections

Student Fees (Full Fees)		Estimated Total Headcount	Estimated Fee Waivers	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intitutional research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Description of Item		A	B	(A-B)				
Summer 2015 Actual		1,204	12	1,192	1,192	\$ 17.25	\$ 20,562	\$ 20,562
Fall 2015 Actual		27,681	294	27,387	27,387	\$ 19.25	\$ 527,200	\$ 527,200
Winter 2016 Actual		25,560	285	25,275	25,275	\$ 17.25	\$ 435,994	\$ 435,994
Spring 2016 Projected		20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
Projected FY		75,191	1,180	74,011		\$ 17.71	\$ 1,331,464	\$ 1,331,464

Student Fees (Fee Waivers)		Estimated Total Headcount	Estimated Fee Waivers	Total Fee Waiver Headcount (A'B)	Revenue per Student C	Estimated Revenue D = C (A'B)	Expected Receipts
Description of Item		A	B	(A'B)			
Summer 2015 Actual		1,192	1.00%	12	\$ 1.00	\$ 12	\$ 12
Fall 2015 Actual		27,387	1.06%	294	\$ 1.00	\$ 294	\$ 294
Winter 2016 Actual		25,275	1.12%	285	\$ 1.00	\$ 285	\$ 285
Spring 2016 Projected		20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
Projected FY		74,011	1.50%	1,180	\$ 1.00	\$ 1,180	\$ 1,180

Student Fees (Total)		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
Description of Item							
Summer 2015 Actual		\$ 12	\$ 20,562	\$ 20,574	\$ 20,187	\$ (387)	\$ 20,187
Fall 2015 Actual		\$ 294	\$ 527,200	\$ 527,494	\$ 529,006	\$ 1,512	\$ 529,006
Winter 2016 Actual		\$ 285	\$ 435,994	\$ 436,279	\$ 437,610	\$ 1,331	\$ 437,610
Spring 2016 Projected		\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
Projected FY		\$ 1,180	\$ 1,331,464	\$ 1,332,644	\$ 1,335,100	\$ 2,457	\$ 1,335,100

(Up to 25% of Current Year's Operating Expenditure Budget)				
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 22,029	2015-16 A.S.I. Revenue Projections	
B. Current Operations	10%	\$ 4,005	2015-16 A.S.I. Revenue Projections \$ 1,335,100	
C. Capital Replacement	20%	\$ 8,011	Total \$ 1,335,100	
D. Contingency Failure	15%	\$ 6,008	Required 3% Reserve 2015-16 \$ 40,053.01	
Total 3% Reserve Allocation		\$ 40,053	2015-16 A.S.I. Revenue Projections \$ 1,295,047	

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.