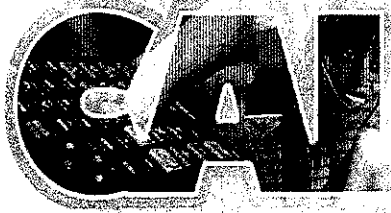


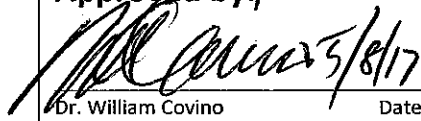
Associated Students, Inc.



# 2016-2017


## A.S.I. 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  
 VP of Student Life

  
 \_\_\_\_\_  
 Dr. Jennifer Miller Date  
 Dean of Students

  
 \_\_\_\_\_  
 Kayla Stamps Date  
 A.S.I. President

  
 \_\_\_\_\_  
 Inter W. Weser Date  
 A.S.I. Executive Director

ASIS 17-18 6&6 002



**MEMORANDUM**

DATE: Wednesday, April 19, 2017

TO: Dr. Nancy Wada-McKee  
Vice President for Student Life

Lisa Chavez,  
Vice President of Administration and Chief Operating Officer

William A. Covina, President  
California State University, Los Angeles

FROM: Intef W. Weser, A.S.I. Executive Director *IWW*  
Kayla Stamps, A.S.I. President  
Dr. Jennifer Miller, Dean of Students

CC: A.S.I. B.O.D., Finance Committee, A.S.I. Staff, & File

SUBJECT: 2016-17 A.S.I. 6&6 Budget Review

Attached is the 2016-17 6%6 Budget Review approved by the Board of Directors of Associated Students, Incorporated on Thursday, April 13, 2017.

It has been reviewed and approved by the University Budget Office.

Once the proposed budget is approved, by the Vice Presidents, we ask that the budget be forwarded to the President's Office for final approval.

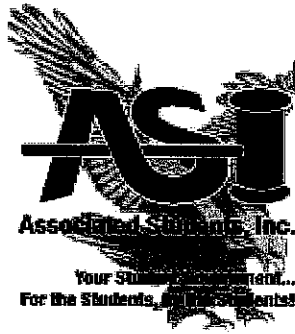
If you have any questions, please contact Kayla Stamps or Intef W. Weser at 323-343-4778.

Tel: (323) 343-4760

Fax: (323) 343-6415

[www.calstateucla.edu/asi](http://www.calstateucla.edu/asi)

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



## Memo

DATE: Thursday, March 30, 2017  
TO: A.S.I. Board of Directors  
FROM: Intef W. Weser, A.S.I. Executive Director *IW*  
Aaron Castaneda, A.S.I. VP for Finance  
Kayla Stamps, A.S.I. President  
CC: A.S.I. Staff, & File  
SUBJECT: 2016-2017 A.S.I. 6&6 Budget Review

Attached is a copy of the 2016-2017 Associated Students, Inc. Proposed 6&6 Budget Review for your review.

This budget was reviewed and approved by the A.S.I. Finance Committee and the University Budget Office.

Once approved, by the BOD it will be forwarded for signature and review by the Vice Presidents and University President.

If you have any questions regarding the attached please give Aaron Castaneda, A.S.I. VPF, Kayla Stamps, A.S.I. President, or Intef W. Weser, A.S.I. Executive Director a call at 323-343-4778.

Tel: (323) 343-4770

Fax: (323) 343-6416

[www.calstatela.edu/asi](http://www.calstatela.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!"*

2016-17 6&6 Budget Review

**Revised**

Thursday, April 13, 2017

2016/2017 Budget Review					
<b>Revenue and Investments</b>					
Description (Item)	2016/2016 Actual	2016/2017 Approved Budget Priorities	2016/2017 666 Budget Review	Net Budget Modification	Percent Change
<b>Projected Fee Revenue *</b>					
Student Fee Revenue	\$ -	\$ 1,339,483	\$ 1,339,483	\$ -	0.00%
* Amended to reflect Fee Reconciliations					
Student Fee Revenue	\$ 1,386,955	\$ 1,339,483	\$ 1,339,483	\$ -	0.00%
<b>Other Projected Revenue</b>					
Interest Income, Los Angeles Investment Fund (L.A.I.F.),	\$ 8,694	\$ 5,000	\$ 7,531	\$ 2,531	50.62%
Student & University Support Revenue	\$ 22,079	\$ 11,950	\$ 19,550	\$ 7,600	63.60%
Approved Transfer from Retained Earnings	\$ -	\$ 189,050	\$ 189,050	\$ -	0.00%
Total Other Revenue	\$ 30,773	\$ 206,000	\$ 216,131	\$ 10,131	4.92%
Total Revenue	\$ 1,417,728	\$ 1,545,483	\$ 1,555,614	\$ 10,131	0.66%
<b>Projected Expenses</b>					
Administration	\$ 439,507	\$ 453,781	\$ 456,072	\$ 2,291	0.50%
A.S.I. Student Government	\$ 369,257	\$ 512,046	\$ 488,710	\$ (23,336)	-4.56%
Student & University Support	\$ 505,511	\$ 578,515	\$ 610,832	\$ 32,317	5.59%
Total Unit Expense	\$ 1,308,275	\$ 1,544,342	\$ 1,555,614	\$ 11,272	0.73%
Total Revenue	\$ 1,417,728	\$ 1,545,483	\$ 1,555,614	\$ 10,131	0.66%
Total Unit Expense	\$ 1,308,275	\$ 1,544,342	\$ 1,555,614	\$ 11,272	0.73%
Net Operating Income/(Deficit)	\$ 109,453	\$ 1,141	\$ 0		

NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.

<b>Fund Balance</b>					
Beginning Fund Balance	\$ 1,467,464				
Net Operating Income/(Deficit)	\$ 109,453				
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$ 5,498				
Projected Ending Fund Balance	\$ 1,582,415				

**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:  
 \$ 47,472.45

<b>Administration</b>							<b>2016-17 &amp; 6-6 Budget Review</b>	
Description/Item	2015/2016 Actual	2016/2017 GAO/HZ/16	2016/2017 Approved Budget Actuals	2016/2017 GAO Budget Review	Net Budget Modification	Percent Change	2016-17 & 6-6 Budget Review Comment/Variance/Explanation	
<b>Revenue</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
<b>Total Administration Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
<b>Expenses *</b>								
<b>Personnel</b>								
Staff Salaries	\$ 124,528	\$ 70,136	\$ 152,267	\$ 149,919	\$ (2,348)	-1.54%	This reduction is due to salary savings due to vacancies.	
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 95,173	\$ 31,995	\$ 62,180	\$ 63,175	\$ 995	1.60%	The increase is due to the staffing adjustments noted in staff and student assistant line items.	
Student Salaries	\$ 44,915	\$ 22,190	\$ 45,219	\$ 54,350	\$ 9,131	20.19%	This increase is due to moving a Student Assistant position from Student Government to Administration (the A.S.I. Presidents Administrative Assistant).	
<b>Total Personnel</b>	\$ 264,615	\$ 124,320	\$ 259,666	\$ 267,443	\$ 7,777	3.00%		
<b>Supplies and Services</b>								
Staff Development	\$ -	\$ -	\$ 910	\$ 910	\$ -	0.00%		
Dues/Subscriptions	\$ 500	\$ 500	\$ 1,051	\$ 1,714	\$ 663	63.11%	We collaborated with U-SU and UAS. We founded in 1969 as the National Association of College Auxiliary Services (NACAS) provides extensive opportunities for members to share ideas, develop business solutions, enhance programs and revenues, and develop meaningful professional relationships.	
Bank Charges	\$ 2,610	\$ 1,241	\$ 3,360	\$ 3,360	\$ -	0.00%		
Operating Expenses (Supplies & Services)	\$ 21,507	\$ 4,983	\$ 7,630	\$ 7,630	\$ -	0.00%		
Technology Related	\$ 1,721	\$ -	\$ 4,050	\$ 4,050	\$ -	0.00%		
Payroll Charges	\$ 4,786	\$ 2,886	\$ 7,105	\$ 7,105	\$ -	0.00%		
Human Resources	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%		
<b>Total Supplies and Services</b>	\$ 36,124	\$ 12,111	\$ 29,106	\$ 29,769	\$ 663	2.28%		
<b>Travel</b>								
Seminars, Conf., Memberships and Travel	\$ 3,691	\$ 2,506	\$ 9,245	\$ 9,245	\$ -	0.00%		
<b>Total Travel</b>	\$ 3,691	\$ 2,506	\$ 9,245	\$ 9,245	\$ -	0.00%		
<b>Contracts, MOU's and Leases</b>								
University Accounting Services	\$ 57,560	\$ 28,780	\$ 57,560	\$ 57,560	\$ -	0.00%		
Auditing Services & Contractual Services	\$ 20,024	\$ 10,824	\$ 19,877	\$ 20,577	\$ 700	3.52%	This increase is due to the cost of the actuarial services needed to assess post-retirement responsibility of the organization.	
Fee Collection Services	\$ 10,518	\$ 5,655	\$ 9,008	\$ 10,158	\$ 1,150	12.77%	This increase is due to the enrollment growth to over 27,000 students.	
Insurance	\$ 6,399	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%		
Legal Services	\$ 18,122	\$ 595	\$ 20,000	\$ 12,000	\$ (8,000)	-40.00%	It was determined we will not need the total amount allocated for this fiscal year.	
Lease Chargeback's	\$ 22,453	\$ 11,227	\$ 25,953	\$ 25,953	\$ 0	0.00%		
<b>Total Contracts, MOUs and Leases</b>	\$ 135,076	\$ 62,991	\$ 140,398	\$ 134,246	\$ (6,150)	-4.38%		
<b>Equipment</b>								
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%		
<b>Total Equipment</b>	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%		
<b>Total Administrative Expenses</b>	\$ 439,507	\$ 201,928	\$ 453,781	\$ 456,072	\$ 2,291	0.50%		
<b>Net Cost of Administration</b>	\$ 439,507	\$ 201,928	\$ 453,781	\$ 456,072	\$ 2,291	0.50%		

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

Retirement	\$ -	\$ -
Depreciation	\$ 1,319.64	\$ 6,510

Student Government Description/Item	2015/2016 Actual	2016/2017 YTD Actual as of 2/21/16	2016/2017 Approved Budget Priorities	2016/2017 2016 Budget Review	New Budget Modifications	Percent Change	2016/17 2016 Budget Review Comments/Changes/Expansion
<b>Revenue</b>							
Total Student Government Revenue \$	-	-	-	-	-	0.00%	
<b>Expenses *</b>							
<b>Personnel</b>							
Staff Salaries	\$ 119,757	\$ 69,654	\$ 167,545	\$ 167,545	\$ (0)	0.00%	
Student Salaries	\$ 33,919	\$ 10,445	\$ 34,190	\$ 31,030	\$ (3,160)	-9.24%	This decrease is due to moving a Student Assistant position from Student Government to Administration (the A.S.I. Presidents)
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 49,671	\$ 32,723	\$ 65,749	\$ 65,477	\$ (272)	-0.41%	
<b>Total Personnel \$</b>	<b>203,347</b>	<b>112,822</b>	<b>267,484</b>	<b>264,051</b>	<b>(3,433)</b>	<b>-1.28%</b>	
<b>Supplies and Services</b>							
Technology Related	\$ 6,065	\$ 3,524	\$ 15,218	\$ 15,681	\$ 465	3.06%	Cost for licensing and software for the computers and laptops.
Marketing and Advertisement; Hospitality *	\$ 854	\$ 2,953	\$ 5,110	\$ 5,110	\$ -	0.00%	
Operating Expenses	\$ 29,373	\$ 3,364	\$ 15,939	\$ 18,533	\$ 2,694	17.01%	General office furniture upgrades and iOS equipment storage charge.
<b>Total Supplies and Services \$</b>	<b>36,291</b>	<b>9,841</b>	<b>36,165</b>	<b>39,324</b>	<b>3,159</b>	<b>8.74%</b>	
<b>CSSA</b>							
California State Student Association (CSSA Dues)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
A.S.I. Student Government Travel	\$ 19,552	\$ 4,594	\$ 39,825	\$ 39,825	\$ -	0.00%	
<b>Total CSSA \$</b>	<b>19,552</b>	<b>4,594</b>	<b>39,825</b>	<b>39,825</b>	<b>-</b>	<b>0.00%</b>	
<b>FT Staff Travel</b>							
Travel (in State & Out of State)	\$ 10,368	\$ 10,513	\$ 8,155	\$ 8,155	\$ 0	0.00%	
<b>Total FT Staff Travel \$</b>	<b>10,368</b>	<b>10,513</b>	<b>8,155</b>	<b>8,155</b>	<b>0</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>Leadership Development &amp; Specialized Training</b>							
Leadership Development	\$ -	\$ 33,111	\$ 41,430	\$ 41,430	\$ 0	0.00%	
<b>Total Leadership Dev. &amp; Specialized Training \$</b>	<b>-</b>	<b>33,111</b>	<b>41,430</b>	<b>41,430</b>	<b>0</b>	<b>0.00%</b>	
<b>Grant-In-Aid</b>							
Grant-In-Aid	\$ 93,699	\$ 51,339	\$ 118,837	\$ 95,774	\$ (23,063)	-19.41%	The decrease is due to the cost savings from office vacancies, GIA adjustments, and eligibility.
<b>Total Grant-In-Aid \$</b>	<b>93,699</b>	<b>51,339</b>	<b>118,837</b>	<b>95,774</b>	<b>(23,063)</b>	<b>-19.41%</b>	
<b>Total Student Government Expenses *</b>	<b>363,257</b>	<b>222,220</b>	<b>612,046</b>	<b>488,710</b>	<b>(23,336)</b>	<b>-4.56%</b>	
<b>Net Cost of Student Government</b>	<b>\$ 363,257</b>	<b>\$ 222,220</b>	<b>\$ 512,046</b>	<b>\$ 488,710</b>	<b>\$ (23,336)</b>	<b>-4.56%</b>	

Note: \*Excludes PTO and Amortization expense of: \$ 114 \$ 1,804  
 \* Due to the CMS account transition the Marketing & Hospitality line items were combined.

Student/University Support	2016/2017 Actual	2016/2017 Approved Budget 2/28/16	2016/2017 Approved Budget 8/1/16	2016/2017 Final Budget Review	Net Budget Modification	Percent Change	2016/17 Budget Review Comments/Variance Explanation
<b>Revenue *</b>							
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$ 8,694	\$ 6,308	\$ 5,000	\$ 7,531	\$ 2,531	50.62%	The upward adjustment to updated revenue projections.
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,485	\$ 3,140	\$ 3,500	\$ 4,100	\$ 600	17.14%	The upward adjustment to updated revenue projections.
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 2,362	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,829	\$ 26	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 21	\$ 35	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ 2,574	\$ 818	\$ -	\$ 818	\$ 818	#DIV/0!	The upward adjustment to updated revenue projections.
Commissions (Krott's Ticket Sales)	\$ 878	\$ 70	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 9,920	\$ 8,870	\$ 3,000	\$ 10,000	\$ 7,000	233.33%	The upward adjustment to updated revenue projections.
<b>Total Programming and Student Support Revenue</b>	<b>\$ 30,773</b>	<b>\$ 19,265</b>	<b>\$ 16,950</b>	<b>\$ 27,899</b>	<b>\$ 10,949</b>	<b>64.60%</b>	
<b>Expenses</b>							
<b>Student Support (formally Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 102,309	\$ 27,289	\$ 100,168	\$ 118,981	\$ 18,813	18.78%	The information is for additional funding for club and organizations events.
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ 68,000	\$ 74,209	\$ 6,209	9.13%	The increase is due to potential Personnel Committee Salary adjustments for Adm Assistant to the ED for fulltime salary and benefits for the balance of the year.
Leadership Development	\$ 38,159	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 134,836	\$ 45,927	\$ 136,004	\$ 136,004	\$ -	0.00%	
Marketing and Advertisement	\$ 62,878	\$ 23,139	\$ 64,822	\$ 72,117	\$ 7,295	11.25%	The increase is due to funding blue books and scantron supplies and purchasing graphic equipment and supplies.
<b>Total Programming</b>	<b>\$ 338,179</b>	<b>\$ 96,355</b>	<b>\$ 368,994</b>	<b>\$ 401,311</b>	<b>\$ 32,317</b>	<b>8.76%</b>	
<b>Scholarships &amp; Vouchers</b>							
Student Book Voucher Program	\$ 8,621	\$ 1,340	\$ 14,600	\$ 14,600	\$ -	0.00%	
Committee Permits/Vouchers	\$ 4,025	\$ 640	\$ 8,000	\$ 8,000	\$ -	0.00%	
A.S.I. Scholarships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 15,146</b>	<b>\$ 1,980</b>	<b>\$ 22,600</b>	<b>\$ 22,600</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>University Support</b>							
Children's Center	\$ 125,211	\$ 55,000	\$ 140,000	\$ 140,000	\$ -	0.00%	
EOP	\$ 5,741	\$ 1,750	\$ 3,500	\$ 3,500	\$ -	0.00%	
EPIC (Educational Participation in Communities)	\$ 16,233	\$ 3,860	\$ 11,721	\$ 11,721	\$ -	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%	
Dreamers Resource Center	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ -	0.00%	
Veterans Resource Center	\$ -	\$ -	\$ 9,700	\$ 9,700	\$ -	0.00%	
<b>Total Student Support</b>	<b>\$ 182,185</b>	<b>\$ 60,610</b>	<b>\$ 186,921</b>	<b>\$ 186,921</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Total Programming and Student Support Expenses</b>	<b>\$ 505,511</b>	<b>\$ 158,945</b>	<b>\$ 578,515</b>	<b>\$ 610,832</b>	<b>\$ 32,317</b>	<b>5.58%</b>	
<b>Net Cost of Programming, Scholarships and Student Support</b>	<b>\$ 474,738</b>	<b>\$ 140,680</b>	<b>\$ 561,565</b>	<b>\$ 582,933</b>	<b>\$ 21,368</b>	<b>3.81%</b>	