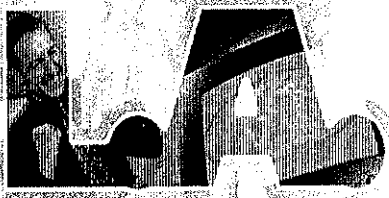
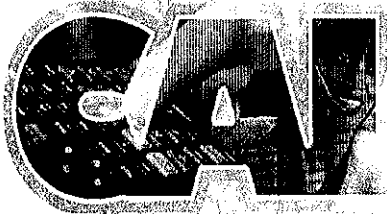


Associated Students, Inc.




"The Student Government of the University of North Carolina"



2016-2017

Approved Budget Priorities

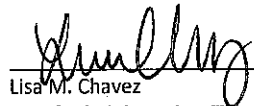
Approved by:

 5/3/17

Dr. William Covino

Date

University President

 4/28/17

Lisa M. Chavez

Date

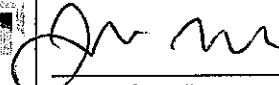
VP of Administration Finance & CFO

 4/11/17

Dr. Nancy Wada-McKee

Date


Senior Associate VP of Student Life

 4/10/17

Dr. Jennifer Miller

Date

Dean of Students

 4/4/17

Kayla Stamps

Date

A.S.I. President

 4/4/17

Peter W. Weser

Date

A.S.I. Executive Director

2016-2017 Approved Budget Priorities



MEMORANDUM

DATE: Monday, January 23, 2017

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

Lisa Chavez,
Vice President and CFO of Administration and Finance

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

FROM: Intef W. Weser, A.S.I. Executive Director *IW*
Kayla Stamps, A.S.I. President

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

SUBJECT: 2016-17 A.S.I. Proposed Operating Budget

Attached is the 2016-17 Approved Budget Priorities and Budget Adjustments approved by the Board of Directors of Associated Students, Incorporated and Dr. Wada-Mckee, VP for Student Life.

Once the proposed budget is reviewed and approved, by Vice Presidents Chavez, 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 323-343-5858.

Tel: (323) 343-4790

Fax: (323) 343-4415

www.csulocala.edu/asi

5151 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 Approved Budget Priorities

Revised
Friday, March 17, 2017

2016-17 Approved Budget Priorities						
Revenue and Investments	2015/2016	YTD 2016-17	2016/2017	2016/2017	Net Budget	Percent
Description of Item	Actual	as of 11/31/16	Approved Operating Budget	Budget Priorities	Modification	Change
Projected Fee Revenue *						
Student Fee Revenue	\$ -	\$ 1,339,483	\$ 1,338,342	\$ 1,339,483	\$ -	0.00%
<i>* Amended to reflect Fee Reconciliations</i>						
Student Fee Revenue	\$ 1,386,955	\$ 1,339,483	\$ 1,338,342	\$ 1,339,483	\$ 1,141	0.09%
Other Projected Revenue						
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 8,694	\$ 3,836	\$ 5,000	\$ 5,000	\$ -	0.00%
Student & University Support Revenue	\$ 22,079	\$ 9,435	\$ 11,950	\$ 11,950	\$ -	0.00%
Approved Transfer from Retained Earnings	\$ -	\$ -	\$ -	\$ 189,050	\$ 189,050	#DIV/0!
Total Other Revenue	\$ 30,773	\$ 13,271	\$ 16,950	\$ 206,000	\$ 189,050	1115.34%
Total Revenue	\$ 1,417,728	\$ 1,352,754	\$ 1,355,292	\$ 1,545,483	\$ 190,191	14.03%
Projected Expenses						
Administration	\$ 439,507	\$ 169,444	\$ 452,780	\$ 453,780	\$ 1,000	0.22%
A.S.I. Student Government	\$ 363,257	\$ 178,146	\$ 491,131	\$ 512,047	\$ 20,915	4.26%
Student & University Support	\$ 505,511	\$ 136,598	\$ 411,381	\$ 578,515	\$ 167,134	40.63%
Total Unit Expense	\$ 1,308,275	\$ 484,188	\$ 1,355,292	\$ 1,544,342	\$ 189,049	13.95%
Total Revenue	\$ 1,417,728	\$ 1,352,754	\$ 1,355,292	\$ 1,545,483	\$ 190,191	14.03%
Total Unit Expense	\$ 1,308,275	\$ 484,188	\$ 1,355,292	\$ 1,544,342	\$ 189,049	13.95%
Net Operating Income/(Deficit)	\$ 109,453	\$ 868,566	\$ (0)	\$ 1,141		
<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	\$ 1,467,464	\$ 1,582,415				
Net Operating Income/(Deficit)	\$ 109,453	\$ 868,566				
Non-Operating Expenses						
(Retirement+Depreciation+Bad Debt+Write Off+POT+Timeing)	\$ 5,498	\$ (8,322)				
Projected Ending Fund Balance	\$ 1,582,415	\$ 2,442,659				
						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: <div style="text-align: right;">\$ 47,472.45</div>

Administration Description/Item	2015/2016	2016/2017	2016/2017	2016/2017	Net Budget Modification	Percent Change	2016-17 Approved Budget Priorities Comments/Variance/Explanation
	Actual	As of 10/1/16	Approved/Operating Budget	Budget Priorities			
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 124,528	\$ 52,701	\$ 152,267	\$ 152,267	\$ -	0.00%	
Staff Benefits & Annual contribution to VEBA Trust post retirement account (\$5,000)	\$ 95,173	\$ 25,906	\$ 62,158	\$ 62,158	\$ 0	0.00%	
Student Salaries	\$ 44,915	\$ 16,819	\$ 45,240	\$ 45,240	\$ -	0.00%	
Total Personnel	\$ 264,615	\$ 95,426	\$ 259,665	\$ 259,665	\$ 0	0.00%	
Supplies and Services							
Staff Development	\$ -	\$ -	\$ 910	\$ 910	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 583	\$ 1,051	\$ 1,051	\$ (0)	-0.04%	
Bank Charges	\$ 2,610	\$ 1,053	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 21,507	\$ 4,450	\$ 7,630	\$ 7,630	\$ -	0.00%	
Technology Related	\$ 1,721	\$ -	\$ 4,050	\$ 4,050	\$ -	0.00%	
Payroll Charges	\$ 4,786	\$ 2,301	\$ 7,105	\$ 7,105	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 36,124	\$ 10,887	\$ 29,106	\$ 29,106	\$ (0)	0.00%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 3,691	\$ 2,011	\$ 9,245	\$ 9,245	\$ -	0.00%	
Total Travel	\$ 3,691	\$ 2,011	\$ 9,245	\$ 9,245	\$ -	0.00%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 28,780	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 20,024	\$ 10,824	\$ 18,877	\$ 19,877	\$ 1,000	5.30%	The increase is for Actuarial Services who calculated A.S.L.'s retirement funding expectation.
Fee Collection Services	\$ 10,518	\$ 5,655	\$ 9,008	\$ 9,008	\$ 0	0.00%	
Insurance	\$ 6,399	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 18,122	\$ 595	\$ 20,000	\$ 20,000	\$ -	0.00%	
Lease Chargeback's	\$ 22,453	\$ 9,355	\$ 25,953	\$ 25,953	\$ 0	0.00%	
Total Contracts, MOUs and Leases	\$ 135,076	\$ 61,120	\$ 139,398	\$ 140,398	\$ 1,000	0.72%	
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	\$ 439,507	\$ 169,444	\$ 452,780	\$ 453,780	\$ 1,000	0.22%	
Net Cost of Administration	\$ 439,507	\$ 169,444	\$ 452,780	\$ 453,780	\$ 1,000	0.22%	

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

	\$ 781.95	\$ 895
Retirement	\$ -	\$ -
Depreciation	\$ 1,319.64	\$ 5,394

Student Government Description of Item	2015/2016 Actual	TD 2015-17 2016/2016	2017/2017 Approved Operating Budget	2018/2017 Budget Changes	Net Budget Adjustments	Percent Change	2016-17 Approved Budget Priorities Command/Program/Initiators
Revenue							
Total Student Government Revenue \$	-	-	-	-	-	0.00%	
Expenses *							
Personnel							
Staff Salaries \$	119,757	51,572	146,630	167,545	20,915	14.26%	Increase is due to approved salary increase of \$16,224 and pending salary increase(s) and audit expenditures of \$5,692.
Student Salaries \$	33,919	6,065	34,190	34,190	-	0.00%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000) \$	49,671	28,658	65,749	65,749	(0)	0.00%	
Total Personnel \$	203,347	86,296	246,569	267,484	20,915	8.48%	
Supplies and Services							
Technology Related \$	6,065	3,172	15,216	15,216	0	0.00%	
Marketing and Advertisement; Hospitality * \$	854	2,525	5,110	5,110	-	0.00%	
Operating Expenses \$	29,373	3,288	15,840	15,840	(0)	0.00%	
Total Supplies and Services \$	36,291	8,986	36,166	36,166	-	0.00%	
CSSA							
California State Student Association (CSSA Dues) \$	-	-	-	-	-	#DIV/0!	
A.S.I. Student Government Travel \$	19,552	4,594	39,825	39,825	-	0.00%	
Total CSSA \$	19,552	4,594	39,825	39,825	-	0.00%	
FT Staff Travel							
Travel (In State & Out of State) \$	10,368	8,595	8,155	8,155	0	0.00%	
Total FT Staff Travel \$	10,368	8,595	8,155	8,155	0	0.00%	
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%	
Leadership Development & Specialized Training							
Leadership Development \$	-	31,963	41,430	41,430	0	0.00%	
Total Leadership Dev. & Specialized Training \$	-	31,963	41,430	41,430	0	0.00%	
Grant-In-Aid							
Grant-In-Aid \$	93,699	37,713	118,837	118,837	0	0.00%	
Total Grant-In-Aid \$	93,699	37,713	118,837	118,837	0	0.00%	
Total Student Government Expenses * \$	363,257	178,146	491,131	512,047	20,915	4.26%	
Net Cost of Student Government \$	363,257	178,146	491,131	512,047	20,915	4.26%	

Note: *Excludes PTO and Amortization expense of \$ 114 \$ 2,033
 * Due to the CMS account transition the Marketing & Hospitality line items were combined.

Student & University Support	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Approved Budget	Approved Budget	Approved Budget	Approved Budget	Approved Budget	Approved Budget	Approved Budget	Approved Budget	Approved Budget
Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
Revenue *								
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 8,694	\$ 3,836	\$ 5,000	\$ 5,000	\$ -	\$ -	0.00%	
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,495	\$ 3,040	\$ 3,500	\$ 3,500	\$ -	\$ -	0.00%	
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	\$ 816	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Commissions (Knott's Ticket Sales)	\$ 878	\$ 70	\$ 700	\$ 700	\$ -	\$ -	0.00%	
Consignment Sales	\$ 9,920	\$ 5,446	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 30,773	\$ 13,271	\$ 16,950	\$ 16,950	\$ -	\$ -	0.00%	
Expenses								
Student Support (formally Programming)								
Student Organization Direct Funding and Co-sponsorships	\$ 102,309	\$ 11,058	\$ 90,168	\$ 100,168	\$ 10,000	\$ 11,099	11.09%	Increased to support clubs and organizations serving Cal State LA Students.
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ -	\$ 66,000	\$ 66,000	\$ -	#DIV/0!	Potential funding for Tutoring Support Initiative and A.S.I. Concert has been moved to this line item for future consideration. Access to the funds requires approval from the Finance Committee and Board of Directors.
Leadership Development	\$ 38,159	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 134,836	\$ 44,126	\$ 80,870	\$ 136,004	\$ 55,134	\$ 68,189	68.18%	Funding increase to facilitate multiple programs and initiatives such as the Street Team, Spirit Week, Screaming Eagles, Meet Your Student Trustees, Voter Registration Events, Election Debates and Forums, Lobby Corp Trainings, Alternative Break, Life After College, and PBI Collaborations.
Marketing and Advertisement	\$ 62,876	\$ 18,824	\$ 64,822	\$ 64,822	\$ -	\$ -	0.00%	
Total Programming	\$ 338,179	\$ 74,008	\$ 235,860	\$ 368,994	\$ 133,134	\$ 68,455	56.45%	
Scholarships & Vouchers								
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!	
Total Scholarships & Vouchers	\$ 15,146	\$ 1,980	\$ 22,600	\$ 22,600	\$ -	\$ -	0.00%	
University Support								
Children's Center	\$ 125,211	\$ 55,000	\$ 110,000	\$ 140,000	\$ 30,000	\$ 27,273	27.27%	This increase is a good faith contribution to support the Children's Center. A.S.I. is looking forward to working with the Administration to establishing a sustainable funding model going forward for the Children's Center.
EOP	\$ 5,741	\$ 1,750	\$ 3,500	\$ 3,500	\$ -	\$ -	0.00%	
EPIC (Educational Participation in Communities)	\$ 16,233	\$ 3,860	\$ 7,721	\$ 11,721	\$ 4,000	\$ 51,813	51.81%	This increase is to support the annual Toy and Food Drive coordinated by EPIC.
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%	
Total Student Support	\$ 152,185	\$ 60,610	\$ 152,821	\$ 186,821	\$ 34,000	\$ 22,232	22.23%	
Total Programming and Student Support Expenses	\$ 505,511	\$ 136,598	\$ 411,381	\$ 578,515	\$ 167,134	\$ 40,637	40.63%	
Net Cost of Programming, Scholarships and Student Support	\$ 474,738	\$ 123,327	\$ 394,431	\$ 561,565	\$ 167,134	\$ 42,377	42.37%	

2017-18 A.S.I. Revenue Projections

Student Fees (Full Fees) Description of Item	Total Headcount A	Fee Waivers B	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
Summer Quarter 2016 Actual	429	9	420	420	\$ 17.25	\$ 7,245	\$ 7,245
Fall Semester 2016 Actual	27,827	305	27,522	27,522	\$ 26.88	\$ 739,791	\$ 739,791
Spring 2017 Projected	24,913	305	24,608	24,608	\$ 26.87	\$ 661,217	\$ 661,217
Projected FY	53,169	619	52,550		\$ 26.49	\$ 1,408,253	\$ 1,408,253

Student Fees (Fee Waivers) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Total Fee Waivers Headcount (A-B)	Revenue per Student C	Estimated Revenue D = C(A-B)	Expected Receipts
Summer Quarter 2016 Actual	420	2.10%	9	\$ 1.00	\$ 9	\$ 9
Fall Semester 2016 Actual	27,522	1.10%	305	\$ 1.00	\$ 305	\$ 305
Spring 2017 Projected	24,608	1.22%	305	\$ 1.00	\$ 305	\$ 305
Projected FY	52,550	1.47%	619	\$ 1.00	\$ 619	\$ 619

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 E = C-E	Total Expected Revenue A+B+C
Summer Quarter 2016 Actual	\$ 9	\$ 7,245	\$ 7,254	\$ 7,849	\$ 595	\$ 7,849
Fall Semester 2016 Actual	\$ 305	\$ 739,791	\$ 740,096	\$ 746,292	\$ 6,196	\$ 746,292
Spring 2017 Projected	\$ 305	\$ 661,217	\$ 661,522	\$ 661,522	\$ 0	\$ 661,522
Projected FY	\$ 619	\$ 1,408,253	\$ 1,408,872	\$ 1,415,663	\$ 6,791	\$ 1,415,663

(Up to 25% of Current Year's Operating Expenditure Budget)

	% Allocation to Reserve Accounts	Amount of Allocation	2017-18 A.S.I. Revenue Projections	
A. Working Capital	55%	\$ 23,358		
B. Current Operations	10%	\$ 4,247		
C. Capital Replacement	20%	\$ 8,494		
D. Contingency Failure	15%	\$ 6,370		
Total 3% Reserve Allocation		\$ 42,470		
			2017-18 A.S.I. Revenue Projections \$ 1,415,663	
			Total \$ 1,415,663	
			Required 3% Reserve 2015-16 \$ 42,469.89	
			2017-18 A.S.I. Revenue Projections \$ 1,373,193	

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.