

Associated Students, Inc.



# 2017-2018

## ASI Approved Budget Priorities

Approved by:

Dr. William Covino  
*University President*

Date

*William Covino 2/12/18*

Lisa M. Chavez  
*VP of Administration Finance & CFO*

Date

*Lisa M. Chavez 2/7/18*

Dr. Nancy Wada-McKee  
*Senior Associate VP of Enrollment Management*

Date

*Nancy Wada-McKee 2/2/18*

Dr. Jennifer Miller  
*Dean of Students*

Date

*Jennifer Miller 1/31/18*

David Zitser  
*ASI President*

Date

*David Zitser 1/30/18*

Aaron Castaneda  
*ASI Vice President for Finance*

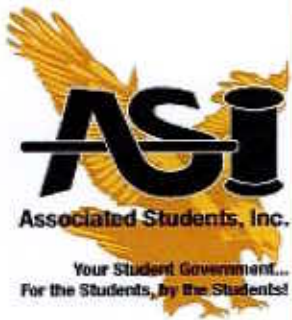
Date

*Aaron Castaneda 1/30/18*

Inter W. Weser  
*ASI Executive Director*

Date

*Inter W. Weser 1/30/18*



January 12, 2018

TO: Dr. Nancy Wada-Mckee, VP for Student Life  
 Lisa Chavez, VP for Administration and CFO  
 Dr. Jennifer Miller, Dean of Students

FROM: Aaron Castaneda, ASI Vice President for Finance  
 David Zitser, ASI President  
 Intef W. Weser, ASI Executive Director *(Signature)*

CC: Barbara Hong, ASI Vice Chair for Finance  
 ASI Board of Directors  
 Betty Kennedy, Student Life Fiscal Resource and Operations Manager  
 John Tchong, Associate Director Budget Office  
 Mae Santos, Associate Vice President, Administration and Finance/Fin. Services

RE: 2017-18 Budget Priorities Memo Request

This year Associated Students, Inc. has access to onetime unrestricted trailer reserve funds to supplement programs, services, and administrative expenses in our effort to serve students at Cal State LA. Per our Financial Statement, we have access to \$133,376 to fund several budget priorities and initiatives. The following allocations were approved by the Board of Directors on Thursday, November 30, 2017:

**Advocacy, Programming Initiatives, and Operating Priorities**

**Starting Fund: \$133,376**

Children Center 10% Allocation	\$ 12,521
API Food Service Learning Project External area	\$ 6,000
Alternative Break	\$ 6,500
LeaderShape	\$ 3,900
Speaker Series	\$ 40,000
#StigmaFree	\$ 700
Marketing Proposal	
MAC Pro & Monitor	\$ 8,789
Business Card Cutter	\$ 1,899
55" Digital Screen Display	\$ 2,711
Tabloid Floor Stand	\$ 400
Promotional Items	\$ 6,160
Office Upgrades	
Office Wiring	\$ 7,363
Furniture	\$ 1,123
Printers	\$ 200
Stud Gov Marketing and Hospitality	\$ 3,722
CPR Training	\$ 4,400
D-Stress for each College	\$ 4,350
Civic Learning & Democratic Engage	\$ 3,935
Food Pantry	\$ 7,704
OSD	\$ 6,000
Student Support	\$ 5,000
<b>Total</b>	<b>\$133,376</b>

Please note that the recommendations above have been distributed in this budget. The budget has been reviewed by the University Budget Office.

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If you would like more information on a particular item, please let Aaron Castaneda, ASI VPF [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) or Intef W. Weser know via e-mail at [iweser@calstatela.edu](mailto:iweser@calstatela.edu) or call 323-343-4778.

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



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

**2017-18 Approved Budget Priorities**

**Revised**  
Friday, January 5, 2018

2017-18 Approved Budget Priorities						
<b>Revenue and Investments</b>		2016/2017	2017/2018	2017/2018	Net Budget	Percent
Description of Item		Actual	Approved Operating Budget	Approved Budget Priorities	Modification	Change
<b>Fee Revenue *</b>						
Student Fee Revenue	\$	1,453,671	\$ 1,428,920	\$ 1,589,146	\$ -	0.00%
Current Year Spending	\$	1,453,671	\$ 1,428,920	\$ 1,589,146	\$ 160,226	11.21%
<b>Other Projected Revenue</b>						
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$	13,033	\$ 8,000	\$ 8,000	\$ -	0.00%
Student & University Support Revenue	\$	21,028	\$ 18,850	\$ 18,850	\$ -	0.00%
Total Other Revenue	\$	34,061	\$ 26,850	\$ 26,850	\$ -	0.00%
Total Revenue	\$	1,487,732	\$ 1,455,770	\$ 1,615,996	\$ 160,226	11.01%
<b>Projected Expenses</b>						
Administration	\$	395,815	\$ 443,596	\$ 450,959	\$ 7,363	1.66%
ASI Student Government	\$	482,292	\$ 522,244	\$ 547,247	\$ 25,003	4.79%
Student & University Support	\$	553,746	\$ 489,930	\$ 590,940	\$ 101,010	20.62%
Total Unit Expense	\$	1,431,853	\$ 1,455,770	\$ 1,589,146	\$ 133,376	9.16%
Total Revenue	\$	1,487,732	\$ 1,455,770	\$ 1,615,996	\$ 160,226	11.01%
Total Unit Expense	\$	1,431,853	\$ 1,455,770	\$ 1,589,146	\$ 133,376	9.16%
Net Operating Income/(Deficit)	\$	55,878	\$ 0	\$ 26,850		
<b>Fund Balance</b>						
Beginning Fund Balance	\$	1,582,416				
Net Operating Income/(Deficit)	\$	55,878				
Ending Fund Balance	\$	1,638,294				
3%	\$	49,149				
Net Current Year Spending	\$	1,589,145				

**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:  
 \$ 49,149.00

<b>Administration</b> Description of Item	2016/2017 Actual	2017/2018 Approved Operating Budget	2017/2018 Approved Budget Priorities	Net Budget Modification	Percent Change	2017-18 Approved Budget Priorities  Comment/Variance Explanation
<b>Expenses *</b>						
<b>Personnel</b>						
Staff Salaries	\$ 138,958	\$ 157,166	\$ 157,166	\$ -	0.00%	
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 36,050	\$ 63,768	\$ 63,768	\$ -	0.00%	
Student Salaries	\$ 45,628	\$ 58,370	\$ 58,370	\$ -	0.00%	
<b>Total Personnel</b>	<b>\$ 220,636</b>	<b>\$ 279,303</b>	<b>\$ 279,303</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Supplies and Services</b>						
Staff Development	\$ 60	\$ 910	\$ 910	\$ -	0.00%	
Dues/Subscriptions	\$ 2,496	\$ 983	\$ 983	\$ -	0.00%	
Bank Charges	\$ 1,541	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 20,396	\$ 6,030	\$ 6,030	\$ -	0.00%	
Technology Related	\$ 1,397	\$ 4,050	\$ 11,413	\$ 7,363	181.80%	Budget priority adjustment for Adm office re-wiring.
Payroll Charges	\$ 6,159	\$ 7,105	\$ 7,105	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	
<b>Total Supplies and Services</b>	<b>\$ 37,048</b>	<b>\$ 27,438</b>	<b>\$ 34,801</b>	<b>\$ 7,363</b>	<b>26.83%</b>	
<b>Travel</b>						
Seminars, Conf., Memberships and Travel	\$ 6,583	\$ 9,410	\$ 9,410	\$ -	0.00%	
<b>Total Travel</b>	<b>\$ 6,583</b>	<b>\$ 9,410</b>	<b>\$ 9,410</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Contracts, MOU's and Leases</b>						
University Accounting Services	\$ 57,560	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 19,422	\$ 21,625	\$ 21,625	\$ -	0.00%	
Fee Collection Services	\$ 10,796	\$ 10,807	\$ 10,807	\$ -	0.00%	
Insurance	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 1,953	\$ 7,000	\$ 7,000	\$ -	0.00%	
Lease Chargeback's	\$ 22,453	\$ 22,453	\$ 22,453	\$ -	0.00%	
<b>Total Contracts, MOUs and Leases</b>	<b>\$ 118,095</b>	<b>\$ 127,445</b>	<b>\$ 127,445</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Equipment</b>						
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Depreciation	\$ 13,453	\$ -	\$ -	\$ -	#DIV/0!	
<b>Total Equipment &amp; Depreciation</b>	<b>\$ 13,453</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	
<b>Total Administrative Expenses</b>	<b>\$ 395,815</b>	<b>\$ 443,596</b>	<b>\$ 450,959</b>	<b>\$ 7,363</b>	<b>1.66%</b>	



<b>Student Government</b> Description of Item	2016/2017 Actual	2017/2018 Approved Operating Budget	2017/2018 Approved Budget Priorities	Net Budget Modification	Percent Change	2017-18 Approved Budget Priorities Comment/Variance Explanation
<b>Expenses *</b>						
<b>Personnel</b>						
Staff Salaries	\$ 157,248	\$ 170,065	\$ 170,065	\$ -	0.00%	
Student Salaries	\$ 28,669	\$ 34,970	\$ 34,970	\$ -	0.00%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 69,904	\$ 75,054	\$ 75,054	\$ -	0.00%	
<b>Total Personnel</b>	<b>\$ 255,822</b>	<b>\$ 280,089</b>	<b>\$ 280,089</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Supplies and Services</b>						
Technology Related	\$ 4,621	\$ 14,281	\$ 25,980	\$ 11,699	81.91%	Budget priority adjustments to secure computer upgrade, digital screen display, and office printer.
Marketing and Advertisement; Hospitality *	\$ 4,688	\$ 5,618	\$ 17,799	\$ 12,181	216.80%	Budget priority adjustments for marketing and promotional items, business card cutter, and tabloid floor stand.
Operating Expenses	\$ 27,004	\$ 8,780	\$ 9,903	\$ 1,123	12.79%	Budget priority adjustment to secure office furniture.
New DUES / SUBS / PUBLICATIONS	\$ -	\$ 4,580	\$ 4,580	\$ -	0.00%	
Amortization Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>Total Supplies and Services</b>	<b>\$ 36,313</b>	<b>\$ 33,260</b>	<b>\$ 58,262</b>	<b>\$ 25,002</b>	<b>75.17%</b>	
<b>CSSA</b>						
ASI Student Government Travel	\$ 24,735	\$ 37,825	\$ 37,825	\$ 0	0.00%	
<b>Total CSSA</b>	<b>\$ 24,735</b>	<b>\$ 37,825</b>	<b>\$ 37,825</b>	<b>\$ 0</b>	<b>0.00%</b>	
<b>FT Staff Travel</b>						
Travel (In State & Out of State)	\$ 16,010	\$ 10,365	\$ 10,365	\$ -	0.00%	
<b>Total FT Staff Travel</b>	<b>\$ 16,010</b>	<b>\$ 10,365</b>	<b>\$ 10,365</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>ASI President's Budget</b>						
Hospitality	\$ 98	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ 47	\$ 750	\$ 750	\$ -	0.00%	
<b>Total A.S.I. President's Budget</b>	<b>\$ 144</b>	<b>\$ 850</b>	<b>\$ 850</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Leadership Development &amp; Specialized Training</b>						
Leadership Development	\$ 53,600	\$ 40,872	\$ 40,872	\$ 0	0.00%	
<b>Total Leadership Dev. &amp; Specialized Training</b>	<b>\$ 53,600</b>	<b>\$ 40,872</b>	<b>\$ 40,872</b>	<b>\$ 0</b>	<b>0.00%</b>	
<b>Grant-In-Aid</b>						
Grant-In-Aid	\$ 95,668	\$ 118,983	\$ 118,983	\$ 0	0.00%	
<b>Total Grant-In-Aid</b>	<b>\$ 95,668</b>	<b>\$ 118,983</b>	<b>\$ 118,983</b>	<b>\$ 0</b>	<b>0.00%</b>	
<b>Total Student Government Expenses *</b>	<b>\$ 482,292</b>	<b>\$ 522,244</b>	<b>\$ 547,247</b>	<b>\$ 25,003</b>	<b>4.79%</b>	

Student & University Support	2016/2017		2017/2018		Net Budget	Percent	2017-18 Approved Budget Priorities
Description of Item	Actual	Approved Operating Budget	Approved Budget Priorities	Modification	Change		Comment/Variance Explanation
<b>Revenue *</b>							
Interest Income, Los Angeles Investment Fund (L.A.I.F.) & Unrealized Gain/Loss	\$ 13,033	\$ 8,000	\$ 8,000	\$ -	-	0.00%	
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
Locker Revenue	\$ 4,700	\$ 4,100	\$ 4,100	\$ -	-	0.00%	
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 1,643	\$ 3,000	\$ 3,000	\$ -	-	0.00%	
Movie Ticket Sales	\$ 302	\$ 1,500	\$ 1,500	\$ -	-	0.00%	
Sea World Tickets	\$ 91	\$ 250	\$ 250	\$ -	-	0.00%	
Disneyland Sales	\$ 818	\$ -	\$ -	\$ -	-	#DIV/0!	
Commissions (Knot's Ticket Sales)	\$ 483	\$ 1,000	\$ 1,000	\$ -	-	0.00%	
Consignment Sales	\$ 12,991	\$ 9,000	\$ 9,000	\$ -	-	0.00%	
<b>Total Programming and Student Support Revenue</b>	<b>\$ 34,861</b>	<b>\$ 26,850</b>	<b>\$ 26,850</b>	<b>\$ -</b>	<b>-</b>	<b>0.00%</b>	
<b>Expenses</b>							
<b>Student Support (formally Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 108,360	\$ 110,453	\$ 110,453	\$ -	-	0.00%	
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
Leadership Development	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 225,284	\$ 121,200	\$ 209,689	\$ 88,489	73.01%		Budget priority adjustments funding several programming initiatives (i.e. D-Stress Study Fest, #SigmaFree, CPR Training, Speaker Series and Forums, Civic Learning, Alternative Break, API Service Learning Project, LeaderShape, Cal State LA Food Pantry, OSD, and Student Housing Support.
Marketing and Advertisement	\$ 40,488	\$ 56,266	\$ 56,266	\$ -	-	0.00%	
<b>Total Programming</b>	<b>\$ 369,133</b>	<b>\$ 287,919</b>	<b>\$ 376,408</b>	<b>\$ 88,489</b>	<b>30.73%</b>		
<b>Scholarships &amp; Vouchers</b>							
Student Book Voucher Program	\$ 12,039	\$ 15,000	\$ 15,000	\$ -	-	0.00%	
Committee Permits/Vouchers	\$ 1,621	\$ 8,000	\$ 8,000	\$ -	-	0.00%	
ASI Scholarships	\$ 4,000	\$ -	\$ -	\$ -	-	#DIV/0!	
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 17,660</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>0.00%</b>		
<b>University Support</b>							
Children's Center	\$ 140,000	\$ 125,211	\$ 137,732	\$ 12,521	10.00%		Budget priority adjustment providing a 10% increase for the year.
EDP	\$ 3,500	\$ 5,100	\$ 5,100	\$ -	-	0.00%	
EPIC (Educational Participation in Communities)	\$ 6,744	\$ 12,000	\$ 12,000	\$ -	-	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	-	0.00%	
Dreamers Resource Center	\$ 9,647	\$ 17,000	\$ 17,000	\$ -	-	0.00%	
Veterans Resource Center	\$ 2,953	\$ 9,700	\$ 9,700	\$ -	-	0.00%	
<b>Total Student Support</b>	<b>\$ 166,953</b>	<b>\$ 179,011</b>	<b>\$ 191,532</b>	<b>\$ 12,521</b>	<b>6.99%</b>		
<b>Total Programming and Student Support Expenses</b>	<b>\$ 553,746</b>	<b>\$ 489,930</b>	<b>\$ 590,940</b>	<b>\$ 101,010</b>	<b>20.62%</b>		
<b>Net Cost of Programming, Student &amp; University Support</b>	<b>\$ 519,886</b>	<b>\$ 463,080</b>	<b>\$ 564,090</b>	<b>\$ 101,010</b>	<b>21.81%</b>		