



MEMORANDUM

DATE: Thursday, May 10, 2018

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: Aaron Castaneda, ASI Vice President for Finance *AC*,
Nia Johnson, ASI President *NJ*,
Dr. Jennifer Miller, Dean of Students
Intef W. Weser, ASI Executive Director *IW*

CC: ASI B.O.D., Finance Committee, ASI Staff, & File

SUBJECT: 2018-19 ASI Proposed Operating Budget

Attached is the 2018-19 Proposed Operating Budget approved by the Board of Directors of Associated Students, Incorporated on Thursday, May 10, 2018.

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 Aaron Castaneda or Intef W. Weser at 323-343-4778.

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PRESIDENT'S OFFICE

Tel: (323) 343-4780

Fax: (323) 343-6415

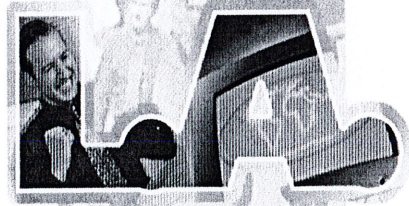
www.calstatela.edu/asi

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

Associated Students, Inc.




THE FUTURE BELONGS TO THE YOUNG



2018-2019

ASI Operating Budget

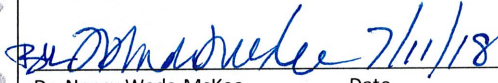
Approved by:

 7/23/18
Date

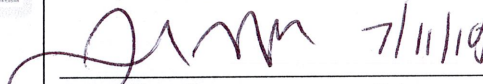
Dr. William Covino
University President

 7/18/18
Date

Lisa M. Chavez
VP of Administration Finance & CFO

 7/11/18
Date

Dr. Nancy Wada-McKee
VP for Student Life

 7/11/18
Date

Dr. Jennifer Miller
Dean of Students

 7.10.18
Date

N'ia Johnson
ASI President

 7/10/18
Date

Aaron Castaneda
ASI Vice President for Finance

 7/10/18
Date

Intef W. Weser
ASI Executive Director

The following is a draft of the organizational operating budget for the 2018-19 fiscal year

Amounts are subject to revision by the ASI Board of Directors.

Area	BUDGET	ACTUALS	BUDGET	Difference	% Change
	6&6 Review 2017-18	YTD as of 3/31/18	Proposed 2018-19		
Revenue*	\$ (1,620,596)	\$ (1,398,418)	\$ (1,491,068)	\$ (35,298)	2.42%
Administration	\$ 446,275	\$ 326,873	\$ 461,254	\$ 17,658	3.98%
Student Government	\$ 534,580	\$ 357,648	\$ 546,307	\$ 24,063	4.61%
Student & University Support	\$ 639,741	\$ 407,869	\$ 483,506	\$ (6,424)	-1.31%
*Note: 49,149 of the reserves from 2017-18 has been advanced for next year in Revenue		\$ -	\$ (306,028)	\$ (0)	

Trailer System: ASI allocates 3% of the total trailer system toward reserves for contingency operating costs. \$ 49,149 \$ 49,148.79 \$ 45,126

Area	Function	Program/Function Area	6&6 Review 2017-18	YTD as of 3/31/18	Proposed 2018-19	Difference	% Change	Notes:
Revenue	Projected CY Spending	\$53.75 per student per year	\$ (1,589,146)	\$ (1,365,000)	\$ (1,459,068)	\$ 130,078	-8.19%	
	Programming and Student Support Revenue	Interest	\$ (13,000)	\$ (15,709)	\$ (12,000)	\$ 1,000	-7.69%	
		Gift Contribution Income	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Locker Revenue	\$ (4,200)	\$ (5,210)	\$ (4,200)	\$ -	0.00%	
		Miscellaneous Revenue	\$ (1,500)	\$ (150)	\$ -	\$ 1,500	-100.00%	Projecting less revenue in Mis. Revenue.
		Movie Ticket Sales	\$ (500)	\$ (379)	\$ (750)	\$ (250)	50.00%	Projecting less revenue in movie ticket sales.
		Sea World Tickets	\$ (250)	\$ (114)	\$ (250)	\$ -	0.00%	
		Disneyland Sales	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Knott's Ticket Sales	\$ (1,000)	\$ (441)	\$ (1,000)	\$ -	0.00%	
Consignment Sales	\$ (11,000)	\$ (11,415)	\$ (13,800)	\$ (2,800)	25.45%	Projecting an increase in consignment sales.		
Total Revenue			\$ (1,620,596)	\$ (1,398,418)	\$ (1,491,068)	\$ 129,528		
Administration	Personnel	Staff Salaries & PTO	\$ 156,330	\$ 111,598	\$ 167,951	\$ 11,621	7.43%	Reclassification of part-time employee to full-time.
		Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 63,435	\$ 46,600	\$ 75,043	\$ 11,608	18.30%	Increase is due to moving a part-time employee to full-time receiving benefits.
		Student Salaries	\$ 58,370	\$ 33,024	\$ 61,620	\$ 3,250	5.57%	
				\$ 278,135	\$ 191,223	\$ 304,614	\$ 26,479	
	Supplies and Services	Staff Development	\$ 910	\$ 616	\$ 2,533	\$ 1,623	178.35%	Additional leadership development for student staff.
		Dues/Subscriptions	\$ 1,016	\$ 1,137	\$ 1,016	\$ -	0.00%	
		Bank Charges	\$ 1,811	\$ 150	\$ 3,360	\$ 1,549	85.53%	Fully funding the line item for next year.
		Operating Expenses (Supplies and Services)	\$ 6,030	\$ 5,070	\$ 5,142	\$ (888)	-14.73%	Reallocation to various program priorities.
		Technology Related	\$ 11,413	\$ 8,791	\$ -	\$ (11,413)	-100.00%	Upgrades are up-to-date for the next year.
		Payroll Charges	\$ 7,105	\$ 4,760	\$ 7,105	\$ -	0.00%	
		Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ -	0.00%	
				\$ 33,285	\$ 24,274	\$ 24,156	\$ (9,129)	
	Travel	Seminars, Conferences, Memberships and Travel	\$ 9,410	\$ 5,148	\$ 5,863	\$ (3,547)	-37.69%	Reallocation to various program priorities. Will be reassessed at 3&9.
	Contracts, MOUs and Leases	University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ -	0.00%	
		Auditing Services & Contractual Services	\$ 21,625	\$ 16,175	\$ 22,718	\$ 1,093	5.05%	
		Fee Collection Services	\$ 10,807	\$ 10,890	\$ 10,890	\$ 83	0.77%	
		Insurance	\$ 8,000	\$ 6,420	\$ 8,000	\$ -	0.00%	
		Legal Services	\$ 5,000	\$ 1,210	\$ 5,000	\$ -	0.00%	
		Lease Chargebacks	\$ 22,453	\$ 16,840	\$ 22,453	\$ -	0.00%	
	Equipment	Depreciation, Capital Equipment & Loss	\$ -	\$ 11,523	\$ -	\$ -	#DIV/0!	
			\$ 134,855	\$ 111,376	\$ 132,484	\$ (2,371)		
Total Administration			\$ 446,275	\$ 326,873	\$ 461,254	\$ 14,979		

The following is a draft of the organizational operating budget for the 2018-19 fiscal year

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Area	BUDGET	ACTUALS	BUDGET	Difference	% Change
	6&6 Review 2017-18	YTD as of 3/31/18	Proposed 2018-19		
Revenue*	\$ (1,620,596)	\$ (1,398,418)	\$ (1,491,068)	\$ (35,298)	2.42%
Administration	\$ 446,275	\$ 326,873	\$ 461,254	\$ 17,658	3.98%
Student Government	\$ 534,580	\$ 357,648	\$ 546,307	\$ 24,063	4.61%
Student & University Support	\$ 639,741	\$ 407,869	\$ 483,506	\$ (6,424)	-1.31%
*Note: 49,149 of the reserves from 2017-18 has been advanced for next year in Revenue	\$ -	\$ (306,028)	\$ (0)		

Trailer System: ASI allocates 3% of the total trailer system toward reserves for contingency operating costs.			\$ 49,149	\$ 49,148.79	\$ 45,126			
Area	Function	Program/Function Area	6&6 Review 2017-18	YTD as of 3/31/18	Proposed 2018-19	Difference	% Change	Notes:
Student Government	Personnel	Staff Salaries & PTO	\$ 168,758	\$ 118,517	\$ 172,667	\$ 3,909	2.32%	
		Student Salaries	\$ 32,735	\$ 26,496	\$ 36,660	\$ 3,925	11.99%	Keeping up-to-date with the minimum wage increases required by state law.
		Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 74,346	\$ 58,957	\$ 78,401	\$ 4,055	5.45%	
			\$ 275,839	\$ 203,970	\$ 287,728	\$ 11,889		
	Supplies and Services	Technology Related	\$ 29,198	\$ 3,672	\$ 12,552	\$ (16,646)	-57.01%	Reallocation to various program priorities.
		Marketing and Advertisement, Hospitality	\$ 19,599	\$ 13,386	\$ 8,120	\$ (11,479)	-58.57%	Reallocation to various program priorities. Will be reassessed at 3&9.
		Operating Expenses	\$ 9,903	\$ 8,326	\$ 2,370	\$ (7,533)	-76.07%	Strategic Plan has been completed and consultant services will no longer be needed.
		Dues/Subscriptions	\$ 4,580	\$ 3,238	\$ 4,698	\$ 118	2.58%	
		Amortization Expenses		\$ 1,687				
				\$ 63,280	\$ 30,309	\$ 27,740	\$ (35,540)	
	CSSA	Student Government Travel	\$ 31,970	\$ 19,563	\$ 35,195	\$ 3,225	10.09%	Fully funding the line item for next year.
	FT Staff Travel	Travel (In State & Out of State)	\$ 10,365	\$ 9,505	\$ 9,665	\$ (700)	-6.75%	
	ASI President's Budget	Hospitality	\$ 100	\$ -	\$ 100	\$ -	0.00%	
		Leadership Development	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Programming	\$ 750	\$ 264	\$ 1,150	\$ 400	53.33%	Funding the Here We Come event.
	Leadership Development & Specialized Training	Leadership Development	\$ 33,293	\$ 20,408	\$ 38,666	\$ 5,373	16.14%	Fully funding the line item for next year.
	Grant-In-Aid	Grant-In-Aid	\$ 118,983	\$ 73,630	\$ 146,063	\$ 27,080	22.76%	Increase all GIAs of ASI Officers for next year. Pending approval from the University. Please see the proposal.
			\$ 195,461	\$ 123,369	\$ 230,839	\$ 35,378		
	Total Student Government		\$ 534,580	\$ 357,648	\$ 546,307	\$ 11,727		

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Area	Function	Program/Function Area	6&6 Review 2017-18	YTD as of 3/31/18	Proposed 2018-19	Difference	% Change	Notes:
Student & University Support	Student Support	Student Organization Direct Funding and Co-sponsorships	\$ 110,453	\$ 44,753	\$ 109,458	\$ (995)	-0.90%	
		Unrestricted Funding for the Finance Committee	\$ 48,801	\$ -	\$ 1,547	\$ (47,254)	-96.83%	The decrease is due to one time budget priority funding allocated last year.
		Leadership Development	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Programming & Advocacy	\$ 211,439	\$ 128,548	\$ 117,441	\$ (93,998)	-44.46%	Reductions based on board priorities for the beginning of the year.
		Marketing and Advertisement, Hospitality	\$ 61,766	\$ 31,605	\$ 43,543	\$ (18,223)	-29.50%	Reductions based on board priorities for the beginning of the year.
			\$ 432,459	\$ 204,906	\$ 271,989	\$ (160,470)		
	Scholarships & Vouchers	Student Book Voucher Program	\$ 9,500	\$ 8,260	\$ 12,000	\$ 2,500	26.32%	Increase to meet demand of book vouchers. Will be assessed at 3&9 Budget Review.
		Committee Permits/Vouchers	\$ 6,000	\$ 2,921	\$ 6,238	\$ 238	3.97%	
		ASI Scholarships	\$ 250	\$ 250	\$ 4,000	\$ 3,750	1500.00%	Raul Hencerson moved from Programming to this line item so funds can be transferred to the Cal State LA Foundation for disbursement.
			\$ 15,750	\$ 11,431	\$ 22,238	\$ 6,488		
	University Support	Children's Center	\$ 137,732	\$ 137,732	\$ 140,779	\$ 3,047	2.21%	
		EOP	\$ 5,100	\$ 5,100	\$ 500	\$ (4,600)	-90.20%	Reallocation to various program priorities.
		EPIC	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%	
		Golden Eagle Radio	\$ 10,000	\$ 10,000	\$ 3,000	\$ (7,000)	-70.00%	Reallocation to various program priorities.
		Dreamers Resource Center	\$ 17,000	\$ 17,000	\$ 13,000	\$ (4,000)	-23.53%	Reallocation to various program priorities.
Veterans Resource Center		\$ 9,700	\$ 9,700	\$ 10,000	\$ 300	3.09%		
	Food Pantry			\$ 10,000	\$ 10,000	#DIV/0!	New University Support Area that ASI will fund.	
		\$ 191,532	\$ 191,532	\$ 189,279	\$ (2,253)			
Total Student & University Support			\$ 639,741	\$ 407,869	\$ 483,506	\$ (156,235)		

Total Revenues	\$ (1,620,596)	\$ (1,398,418)	\$ (1,491,068)
Total Expenditures	\$ 1,620,596	\$ 1,092,390	\$ 1,491,068
Net	\$ -	\$ (306,028)	\$ (0)