

B U D G E T

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASSOCIATED STUDENTS, INC.

1 9 - 2 0 B U D G E T



2019 - 2020

- ASI BUDGET -

APPROVED BY:

*William A. Covino* 6/10/19  
WILLIAM A. COVINO DATE  
UNIVERSITY PRESIDENT

*Lisa M. Chavez* 6/3/19  
LISA M. CHAVEZ DATE  
VP FOR ADMINISTRATION & CFO

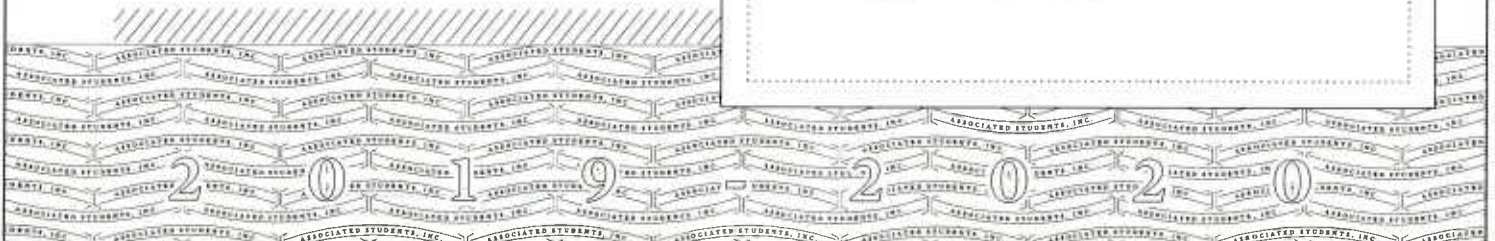
*Nancy Wada-Mckee* 5/17/19  
NANCY WADA-MCKEE DATE  
VP FOR STUDENT LIFE

*Jennifer Miller* 5/11/19  
JENNIFER MILLER DATE  
DEAN OF STUDENTS

*Aaron Castaneda* 5/15/19  
AARON CASTANEDA DATE  
ASI VICE PRESIDENT FOR FINANCE

*David San* 5/15/19  
DAVID SAN DATE  
ASI SECRETARY/TREASURER

*Marcus A. Rodriguez* 5/15/19  
MARCUS A. RODRIGUEZ DATE  
ASI INTERIM EXECUTIVE DIRECTOR





MEMORANDUM

Wednesday, May 15, 2019

RECEIVED  
2019 JUN -3 PM 2:35  
PRESIDENT'S OFFICE

TO: William A. Covino, University President  
Lisa Chavez, Vice President for Administration and CFO  
Nancy Wada-McKee, Vice President for Student Life  
Jennifer Miller, Dean of Students

FROM: Aaron Castaneda, ASI Vice President for Finance  
David San, ASI Secretary/Treasurer23  
Marcus A. Rodriguez, ASI Interim Executive Director  
Betty Kennedy, Student Life Director of Operations

CC: ASI Board of Directors, ASI Finance Committee, ASI Staff, and File

SUBJECT: 2019-20 ASI Proposed Operating Budget Review

Attached is the 2019-20 Proposed Operating Budget approved by the Board of Directors of Associated Students, Incorporated on Thursday, May 9, 2019.

Once the proposed budget is approved by the Dean of Students and 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 at [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) or Marcus A. Rodriguez at [mrodriguez@calstatela.edu](mailto:mrodriguez@calstatela.edu) and 323-343-4778.

BUD JUN 3 '19 AM 11:42

Draft: 05/09/2019

The following is a draft of the organizational operating budget for the 2019-20 fiscal year.

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

| Area  | 6&6 Budget 2018-19    | Approved 2018-19      | Proposed 2019-20      | Difference       | % Change      |
|---|-----------------------|-----------------------|-----------------------|------------------|---------------|
| Projected Revenue   | \$ (1,448,864)        | \$ (1,491,068)        | \$ (1,447,395)        | \$ 43,673        | -3.01%        |
| Projected Administration Expenditures   | \$ 445,149            | \$ 461,254            | \$ 463,237            | \$ 1,983         | 0.45%         |
| Projected Student Government Expenditures   | \$ 524,159            | \$ 546,307            | \$ 532,046            | \$ (14,261)      | -2.72%        |
| Projected Student & University Support Expenditures   | \$ 479,556            | \$ 483,507            | \$ 409,711            | \$ (73,797)      | -15.39%       |
| Trailer System: ASI allocates 3% of the total trailer system funds toward reserves for contingency costs. |                       |                       |                       |                  |               |
| Area  | 6&6 Budget 2018-19    | Approved 2018-19      | Proposed 2019-20      | Difference       | % Change      |
| Revenue   |                       |                       |                       |                  |               |
| Projected Current Year Revenue  | \$ (1,406,864)        | \$ (1,459,068)        | \$ (1,413,395)        | \$ 45,673        | -3.13%        |
| Interest  | \$ (14,000)           | \$ (12,000)           | \$ (16,000)           | \$ (4,000)       | 33.33%        |
| Locker Revenue  | \$ (4,200)            | \$ (4,200)            | \$ (4,000)            | \$ 200           | -4.76%        |
| Miscellaneous Revenue   | \$ (8,000)            | \$ -                  | \$ -                  | \$ -             | 0.00%         |
| Movie Ticket Sales  | \$ (750)              | \$ (750)              | \$ (500)              | \$ 250           | -33.33%       |
| Sea World Tickets   | \$ (250)              | \$ (250)              | \$ -                  | \$ 250           | -100.00%      |
| Knott's Ticket Sales  | \$ (1,000)            | \$ (1,000)            | \$ (500)              | \$ 500           | -50.00%       |
| Consignment Sales   | \$ (13,800)           | \$ (13,800)           | \$ (13,000)           | \$ 800           | -5.80%        |
| <b>Total Revenue</b>  | <b>\$ (1,448,864)</b> | <b>\$ (1,491,068)</b> | <b>\$ (1,447,395)</b> | <b>\$ 43,673</b> | <b>-2.93%</b> |
| Personnel   |                       |                       |                       |                  |               |
| Staff Salaries & PTO  | \$ 157,609            | \$ 167,951            | \$ 172,120            | \$ 4,169         | 2.48%         |
| Staff Benefits & VEBA Trust post retirement (\$5,000)   | \$ 75,572             | \$ 75,043             | \$ 73,318             | \$ (1,725)       | -2.30%        |
| Student Salaries  | \$ 60,930             | \$ 61,620             | \$ 61,450             | \$ (170)         | -0.28%        |
|   | \$ 294,111            | \$ 304,614            | \$ 306,888            | \$ 2,274         | 0.75%         |
| Staff Development   | \$ 2,182              | \$ 2,533              | \$ 2,834              | \$ 301           | 11.90%        |
| Dues/Subscriptions  | \$ 1,016              | \$ 1,016              | \$ 1,016              | \$ -             | 0.00%         |
| Bank Charges  | \$ 1,680              | \$ 3,360              | \$ 1,200              | \$ (2,160)       | -64.29%       |
| Operating Expenses (Supplies and Services)  | \$ 5,142              | \$ 5,142              | \$ 3,777              | \$ (1,365)       | -26.54%       |
| Technology Related  | \$ -                  | \$ -                  | \$ -                  | \$ -             | 0.00%         |
| Payroll Charges   | \$ 7,105              | \$ 7,105              | \$ 7,105              | \$ -             | 0.00%         |
| Human Resources   | \$ 5,000              | \$ 5,000              | \$ 5,000              | \$ -             | 0.00%         |
|   | \$ 22,125             | \$ 24,156             | \$ 20,932             | \$ (3,224)       | -13.34%       |
| Travel  |                       |                       |                       |                  |               |
| Seminars, Conferences, Memberships and Travel   | \$ 2,292              | \$ 5,863              | \$ 4,798              | \$ (1,065)       | -18.16%       |
| University Accounting Services  | \$ 57,560             | \$ 57,560             | \$ 57,560             | \$ -             | 0.00%         |
| Auditing Services & Contractual Services  | \$ 22,718             | \$ 22,718             | \$ 26,893             | \$ 4,175         | 18.38%        |
| Contracts, MOUs and Leases  |                       |                       |                       |                  |               |
| Fee Collection Services   | \$ 10,890             | \$ 10,890             | \$ 10,622             | \$ (268)         | -2.46%        |
| Insurance   | \$ 8,000              | \$ 8,000              | \$ 8,000              | \$ -             | 0.00%         |
| Legal Services  | \$ 5,000              | \$ 5,000              | \$ 5,000              | \$ -             | 0.00%         |
| Lease Chargebacks   | \$ 22,453             | \$ 22,453             | \$ 22,543             | \$ 90            | 0.40%         |
|   | \$ 128,913            | \$ 132,484            | \$ 135,416            | \$ 2,932         | 2.21%         |
| <b>Total Administration</b>   | <b>\$ 445,149</b>     | <b>\$ 461,254</b>     | <b>\$ 463,237</b>     | <b>\$ 1,983</b>  | <b>0.43%</b>  |



2019-20 Operating Budget      Proposed Budget      Approved by ASI Board of Directors: 05/09/2019  
 Draft: 05/09/2019  
 The following is a draft of the organizational operating budget for the 2019-20 fiscal year.  
 Amounts are subject to revision by the ASI Board of Directors.

| Area  | Function                                      | Program/Function Area                                 | 6&6 Budget 2018-19 | Approved 2018-19 | Proposed 2019-20 | Difference  | % Change |
|---|---|---|--------------------|------------------|------------------|-------------|----------|
| Projected Revenue   |   |   | \$ (1,448,864)     | \$ (1,491,068)   | \$ (1,447,395)   | \$ 43,673   | -3.01%   |
| Projected Administration Expenditures   |   |   | \$ 445,149         | \$ 461,254       | \$ 463,237       | \$ 1,983    | 0.45%    |
| Projected Student Government Expenditures   |   |   | \$ 524,159         | \$ 546,307       | \$ 532,046       | \$ (14,261) | -2.72%   |
| Projected Student & University Support Expenditures   |   |   | \$ 479,556         | \$ 483,507       | \$ 409,711       | \$ (73,797) | -15.39%  |
| Trailer System: ASI allocates 3% of the total trailer system funds toward reserves for contingency costs. |   |   |                    |                  |                  |             |          |
| Area  | Function                                      | Program/Function Area                                 | 6&6 Budget 2018-19 | Approved 2018-19 | Proposed 2019-20 | Difference  | % Change |
| Student Government  | Personnel                                     | Staff Salaries & PTO                                  | \$ 158,934         | \$ 172,667       | \$ 170,877       | \$ (1,790)  | -1.04%   |
|   |   | Staff Salaries  | \$ 32,750          | \$ 36,660        | \$ 40,500        | \$ 3,840    | 10.47%   |
|   |   | Staff Benefits & VEBA Trust post retirement (\$5,000) | \$ 83,665          | \$ 78,401        | \$ 81,212        | \$ 2,811    | 3.59%    |
|   |   | Technology Related                                    | \$ 275,349         | \$ 287,728       | \$ 292,589       | \$ 4,861    | 1.69%    |
|   |   | Marketing and Advertisement, Hospitality              | \$ 12,052          | \$ 12,552        | \$ 11,584        | \$ (968)    | -7.71%   |
|   |   | Operating Expenses                                    | \$ 13,449          | \$ 8,120         | \$ 11,334        | \$ 3,214    | 39.59%   |
|   |   | Dues/Subscriptions                                    | \$ 2,370           | \$ 2,370         | \$ 1,409         | \$ (961)    | -40.56%  |
|   |   | Amortization Expenses                                 | \$ 4,698           | \$ 4,698         | \$ 4,698         | \$ -        | 0.00%    |
|   |   | Student Government Travel                             | \$ 32,569          | \$ 27,740        | \$ 29,025        | \$ 1,285    | 4.63%    |
|   |   | FT Staff Travel                                       | \$ 31,295          | \$ 35,195        | \$ 26,291        | \$ (8,904)  | -25.30%  |
| ASI President's Budget  | Leadership Development & Specialized Training | Travel (In State & Out of State)                      | \$ 6,580           | \$ 9,665         | \$ 9,178         | \$ (487)    | -5.04%   |
|   |   | Hospitality   | \$ 100             | \$ 100           | \$ 81            | \$ (20)     | -19.50%  |
|   |   | Leadership Development                                | \$ -               | \$ -             | \$ -             | \$ -        | 0.00%    |
|   |   | Supplies  | \$ -               | \$ -             | \$ -             | \$ -        | 0.00%    |
| Leadership Development & Specialized Training   | Grant-In-Aid                                  | Programming   | \$ 1,150           | \$ 1,150         | \$ 926           | \$ (224)    | -19.50%  |
|   |   | Leadership Development                                | \$ 47,166          | \$ 38,666        | \$ 30,241        | \$ (8,425)  | -21.79%  |
|   |   | Grant-In-Aid  | \$ 129,950         | \$ 146,063       | \$ 143,716       | \$ (2,347)  | -1.61%   |
| <b>Total Student Government</b>   |   | \$ 524,159  | \$ 546,307         | \$ 532,046       | \$ (14,261)      | -2.61%      |          |

Approved by ASI Board of Directors: 05/09/2019

Proposed Budget

2019-20 Operating Budget

Draft: 05/09/2019

The following is a draft of the organizational operating budget for the 2019-20 fiscal year. Amounts are subject to revision by the ASI Board of Directors.

| Area  | 6&6 Budget 2018-19 | Approved 2018-19  | Proposed 2019-20  | Difference         | % Change       |
|---|--------------------|-------------------|-------------------|--------------------|----------------|
| Projected Revenue   | \$ (1,448,864)     | \$ (1,491,068)    | \$ (1,447,395)    | \$ 43,673          | -3.01%         |
| Projected Administration Expenditures   | \$ 445,149         | \$ 461,254        | \$ 463,237        | \$ 1,983           | 0.45%          |
| Projected Student Government Expenditures   | \$ 524,159         | \$ 546,307        | \$ 532,046        | \$ (14,261)        | -2.72%         |
| Projected Student & University Support Expenditures   | \$ 479,556         | \$ 483,507        | \$ 409,711        | \$ (73,797)        | -15.39%        |
| Trailer System: ASI allocates 3% of the total trailer system funds toward reserves for contingency costs. |                    |                   |                   |                    |                |
| \$ 30,724.00  | \$ 42,780.57       | \$ 42,401.85      | \$ (379)          | \$ (379)           | -1.23%         |
| Area  | 6&6 Budget 2018-19 | Approved 2018-19  | Proposed 2019-20  | Difference         | % Change       |
| Student Organization Direct Funding and Co-sponsorships   | \$ 109,458         | \$ 109,458        | \$ 80,000         | \$ (29,458)        | -26.91%        |
| Unrestricted Funding for the Finance Committee  | \$ -               | \$ 1,547          | \$ -              | \$ (1,547)         | -100.00%       |
| Programming & Advocacy  | \$ 105,941         | \$ 117,441        | \$ 83,020         | \$ (34,421)        | -29.31%        |
| Marketing and Advertisement, Hospitality  | \$ 56,890          | \$ 43,543         | \$ 42,061         | \$ (1,482)         | -3.40%         |
| Student Book Voucher Program  | \$ 272,289         | \$ 271,989        | \$ 205,082        | \$ (66,908)        | -24.60%        |
| Committee Permits/Vouchers  | \$ 12,000          | \$ 12,000         | \$ 12,000         | \$ -               | 0.00%          |
| ASI Scholarships  | \$ 5,238           | \$ 6,238          | \$ 5,250          | \$ (988)           | -15.84%        |
|   | \$ 750             | \$ 4,000          | \$ -              | \$ (4,000)         | -100.00%       |
|   | \$ 17,988          | \$ 22,238         | \$ 17,250         | \$ (4,988)         | -22.43%        |
| Children's Center   | \$ 140,779         | \$ 140,779        | \$ 140,779        | \$ (0)             | 0.00%          |
| EPIC  | \$ 12,000          | \$ 12,000         | \$ 10,000         | \$ (2,000)         | -16.67%        |
| Dreamers Resource Center  | \$ 13,000          | \$ 13,000         | \$ 13,000         | \$ -               | 0.00%          |
| Veterans Resource Center  | \$ 10,000          | \$ 10,000         | \$ 9,000          | \$ (1,000)         | -10.00%        |
| Food Pantry   | \$ 10,000          | \$ 10,000         | \$ 10,000         | \$ -               | 0.00%          |
| ECST Acceleration Initiatives   | \$ -               | \$ -              | \$ 4,600          | \$ 4,600           | 0.00%          |
| <b>Total Student &amp; University Support</b>   | <b>\$ 189,279</b>  | <b>\$ 189,280</b> | <b>\$ 187,379</b> | <b>\$ (1,901)</b>  | <b>-1.00%</b>  |
|   | <b>\$ 479,556</b>  | <b>\$ 483,507</b> | <b>\$ 409,711</b> | <b>\$ (73,797)</b> | <b>-15.26%</b> |
| Total Revenues  | \$ (1,448,864)     | \$ (1,491,068)    | \$ (1,447,395)    |                    |                |
| Total Expenditures  | \$ 1,448,864       | \$ 1,491,068      | \$ 1,447,395      |                    |                |
| Net   | \$ (0)             | \$ 0              | \$ 2,894,790      |                    |                |