



MEMORANDUM

January 28, 2020

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

FROM: Christopher Koo, ASI Vice President for Finance *CK*  
David San, ASI Secretary/Treasurer  
Christopher Johnson, ASI Interim Executive Director *CJ*  
Betty Kennedy, Director of Operations *BK*

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

SUBJECT: 2019-20 ASI 3&9 Proposed Operating Budget Review

Attached is the 2019-20 3&9 Proposed Operating Budget approved by the Board of Directors of Associated Students, Incorporated on Thursday, January 23, 2020.

Once the proposed 3&9 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 Christopher Koo at [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) or Christopher Johnson, [cjohnson@calstatela.edu](mailto:cjohnson@calstatela.edu) at 323-343-4778.

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2019-20 Operating Budget Proposed 3 & 9 Budget Approved by ASI Board of Directors: Thursday, January 23, 2020

Draft: 11/22/2019  
 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	Budget 2019-20	Proposed 3&9 19-20	Difference	% Change	
Projected Revenue	\$ (1,448,864)	\$ (1,447,395)	\$ (1,615,115)	\$ (167,720)	11.58%	
Projected Administration Expenditures	\$ 445,149	\$ 463,237	\$ 504,749	\$ 41,512	9.33%	
Projected Student Government Expenditures	\$ 524,159	\$ 532,046	\$ 564,814	\$ 32,768	6.25%	
Projected Student & University Support Expenditures	\$ 479,556	\$ 409,711	\$ 497,099	\$ 87,389	18.22%	
<b>Trailer System: ASI allocates 3% of the total trailer system funds toward reserves for contingency costs.</b>						
	\$ 30,724.00	\$ 42,401.85	\$ 48,453.45	\$ 6,052	19.70%	
<b>Area</b>	<b>6&amp;6 Budget 2018-19</b>	<b>Budget 2019-20</b>	<b>Proposed 3&amp;9 19-20</b>	<b>Difference</b>	<b>% Change</b>	
Function	Program/Function Area					
	Projected Current Year Revenue	\$ (1,448,864)	\$ (1,447,395)	\$ (1,581,115)	\$ (167,720)	11.87%
	\$53.75 per student per year	\$ (14,000)	\$ (16,000)	\$ (4,000)	\$ -	0.00%
	Locker Revenue	\$ (4,200)	\$ (4,000)	\$ (4,000)	\$ -	0.00%
	Miscellaneous Revenue	\$ (8,000)	\$ -	\$ -	\$ -	#DIV/0!
	Movie Ticket Sales	\$ (750)	\$ (500)	\$ (500)	\$ -	0.00%
	Sea World Tickets	\$ (250)	\$ -	\$ -	\$ -	#DIV/0!
	Knott's Ticket Sales	\$ (1,000)	\$ (500)	\$ (500)	\$ -	0.00%
	Consignment Sales	\$ (13,800)	\$ (13,000)	\$ (13,000)	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ (1,448,864)</b>	<b>\$ (1,447,395)</b>	<b>\$ (1,615,115)</b>	<b>\$ (167,720)</b>	<b>11.59%</b>	
	Staff Salaries & PTO	\$ 157,609	\$ 172,120	\$ 172,120	\$ -	0.00%
	Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 75,572	\$ 73,318	\$ 104,452	\$ 31,134	42.47%
	Student Salaries	\$ 60,930	\$ 61,450	\$ 63,600	\$ 2,150	3.50%
	Staff Development	\$ 2,182	\$ 2,834	\$ 340,172	\$ 33,284	10.85%
	Dues/Subscriptions	\$ 1,016	\$ 1,016	\$ 2,834	\$ -	0.00%
	Bank Charges	\$ 1,680	\$ 1,200	\$ 1,200	\$ -	0.00%
	Operating Expenses (Supplies and Services)	\$ 5,142	\$ 3,777	\$ 12,095	\$ 8,318	220.22%
	Technology Related	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Payroll Charges	\$ 7,105	\$ 7,105	\$ 7,105	\$ -	0.00%
	Human Resources	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
		\$ 22,125	\$ 20,932	\$ 29,250	\$ 8,318	39.74%
	Seminars, Conferences, Memberships and Travel	\$ 2,292	\$ 4,798	\$ 4,798	\$ -	0.00%
	University Accounting Services	\$ 57,560	\$ 57,560	\$ 57,560	\$ -	0.00%
	Auditing Services & Contractual Services	\$ 22,718	\$ 26,893	\$ 26,893	\$ -	0.00%
	Fee Collection Services	\$ 10,890	\$ 10,622	\$ 10,622	\$ -	0.00%
	Insurance	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
	Legal Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
	Lease Chargebacks	\$ 22,453	\$ 22,543	\$ 22,543	\$ (90)	-0.40%
<b>Total Administration</b>	<b>\$ 445,149</b>	<b>\$ 463,237</b>	<b>\$ 504,749</b>	<b>\$ 41,512</b>	<b>8.96%</b>	

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Projected Administration Expenditures	\$ 445,149	\$ 463,237	\$ 504,749	\$ 41,512	9.33%
Projected Student Government Expenditures	\$ 524,159	\$ 532,046	\$ 564,814	\$ 32,768	6.25%
Projected Student & University Support Expenditures	\$ 479,556	\$ 409,711	\$ 497,099	\$ 87,389	18.22%
<b>Trailer System: ASI allocates 3% of the total trailer system funds toward reserves for contingency costs.</b>					
	\$ 30,724.00	\$ 42,401.85	\$ 48,453.45	\$ 6,052	19.70%
Area	6&6 Budget 2018-19	Budget 2019-20	Proposed 3&9 19-20	Difference	% Change
Function					
Personnel	\$ 158,934	\$ 170,877	\$ 170,877	\$ -	0.00%
Staff Salaries & PTO	\$ 32,750	\$ 40,500	\$ 45,750	\$ 5,250	12.96%
Student Salaries	\$ 83,665	\$ 81,212	\$ 99,149	\$ 17,937	22.09%
Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 275,349	\$ 292,589	\$ 315,776	\$ 23,187	7.92%
Technology Related	\$ 12,052	\$ 11,584	\$ 21,165	\$ 9,581	82.71%
Marketing and Advertisment, Hospitality	\$ 13,449	\$ 11,334	\$ 11,334	\$ -	0.00%
Supplies and Services	\$ 2,370	\$ 1,409	\$ 1,409	\$ -	0.00%
Operating Expenses	\$ 4,698	\$ 4,698	\$ 4,698	\$ -	0.00%
Dues/Subscriptions	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Amortization Expenses	\$ 32,569	\$ 29,025	\$ 38,607	\$ 9,581	33.01%
Student Government	\$ 31,295	\$ 26,291	\$ 26,291	\$ -	0.00%
CSSA	\$ 6,580	\$ 9,178	\$ 9,178	\$ -	0.00%
FT Staff Travel	\$ 100	\$ 81	\$ 81	\$ -	0.00%
ASi President's Budget	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Leadership Development & Specialized Training	\$ 1,150	\$ 926	\$ 926	\$ -	0.00%
Grant-In-Aid	\$ 47,166	\$ 30,241	\$ 30,241	\$ -	0.00%
Leadership Development & Specialized Training	\$ 129,950	\$ 143,716	\$ 143,716	\$ (0)	0.00%
Grant-In-Aid	\$ 216,241	\$ 210,432	\$ 210,432	\$ (0)	0.00%
<b>Total Student Government</b>	\$ 524,159	\$ 532,046	\$ 564,814	\$ 32,768	6.16%

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Area	6&6 Budget 2018-19	Budget 2019-20	Proposed 3&9 19-20	Difference	% Change
Student & University Support	\$ 109,458	\$ 80,000	\$ 110,000	\$ 30,000	37.50%
Program/Function Area					
Student Organization Direct Funding and Co-sponsorships	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Unrestricted Funding for the Finance Committee	\$ 105,941	\$ 83,020	\$ 117,820	\$ 34,800	41.92%
Programming & Advocacy	\$ 56,890	\$ 42,061	\$ 69,250	\$ 27,189	64.64%
Marketing and Advertisement, Hospitality	\$ 272,289	\$ 205,082	\$ 297,070	\$ 91,989	44.85%
Student Book Voucher Program	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%
Committee Permits/Vouchers	\$ 5,238	\$ 5,250	\$ 5,250	\$ -	0.00%
ASI Scholarships	\$ 750	\$ -	\$ -	\$ -	#DIV/0!
Children's Center	\$ 17,988	\$ 17,250	\$ 17,250	\$ -	0.00%
EPIC	\$ 140,779	\$ 140,779	\$ 140,779	\$ -	0.00%
Dreamers Resource Center	\$ 12,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Veterans Resource Center	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0.00%
Food Pantry	\$ 10,000	\$ 9,000	\$ 9,000	\$ -	0.00%
ECST Acceleration Initiatives	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
	\$ 4,600	\$ 4,600	\$ -	\$ (4,600)	-100.00%
<b>Total Student &amp; University Support</b>	<b>\$ 189,279</b>	<b>\$ 187,379</b>	<b>\$ 182,779</b>	<b>\$ (4,600)</b>	<b>-2.45%</b>
	<b>\$ 479,556</b>	<b>\$ 409,711</b>	<b>\$ 497,099</b>	<b>\$ 87,389</b>	<b>21.33%</b>
Total Revenues	\$ (1,448,864)	\$ (1,447,395)	\$ (1,615,115)		
Total Expenditures	\$ 1,448,864	\$ 1,447,395	\$ 1,615,115		
Net	\$ (0)	\$ 0	\$ 0		