

B U D G E T

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASSOCIATED STUDENTS, INC.

9 & 3 B U D G E T



2019 - 2020

- ASI BUDGET -

APPROVED BY:

William A. Covino 6/8/2020
WILLIAM A. COVINO DATE
UNIVERSITY PRESIDENT

DocuSigned by:

Lisa Chavez
LISA CHAVEZ DATE
VP FOR ADMINISTRATION & CFO

DocuSigned by:

John Tchong
JOHN TCHONG DATE
DIRECTOR BUDGET ADMINISTRATION

DocuSigned by:

Nancy Wada-Mckee
NANCY WADA-MCKEE DATE
VP FOR STUDENT LIFE

DocuSigned by:

Jennifer Miller DS
JENNIFER MILLER Bk DATE
AVP FOR STUDENT LIFE & DEAN OF STUDENTS

DocuSigned by:

Jacquelyn Acosta
JACQUELYN ACOSTA DATE
ASI PRESIDENT

DocuSigned by:

Christopher Koo
CHRISTOPHER KOO DATE
ASI VICE PRESIDENT FOR FINANCE

DocuSigned by:

Christopher Johnson
CHRISTOPHER JOHNSON DATE
ASI INTERIM EXECUTIVE DIRECTOR

2019 - 2020



ASSOCIATED STUDENTS, INC.
5154 STATE UNIVERSITY DRIVE, ROOM 203
LOS ANGELES, CA 90032

MEMORANDUM

May 19, 2020

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

FROM: Jacquelyn Acosta, ASI President
Christopher Koo, ASI Vice President for Finance
Christopher Johnson, ASI Interim Executive Director
Betty Kennedy, Director of Operations

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

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

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

Once the proposed 9&3 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 or Christopher Johnson, cjohnson@calstatela.edu at 323-343-4778.

2019-20 Operating Budget Proposed 9 & 3 Budget
 Draft: 03/27/2020

Approved by ASI Finance: 4/17/2020
 Approved by ASI BOD: 4/23/2020

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	Budget 2019-20	Proposed 3&9 19-20	Proposed 6&6 19-20	Proposed 9&3 19-20	Difference	% Change			
Projected Revenue	\$ (1,447,395)	\$ (1,615,115)	\$ (1,602,115)	\$ (1,615,115)	\$ 13,000	-0.90%			
Projected Administration Expenditures	\$ 463,237	\$ 504,749	\$ 504,683	\$ 406,265	\$ 98,418	22.11%			
Projected Student Government Expenditures	\$ 532,046	\$ 564,814	\$ 508,167	\$ 470,811	\$ 37,356	7.13%			
Projected Student & University Support Expenditures	\$ 409,711	\$ 497,099	\$ 509,159	\$ 657,283	\$ (148,124)	-30.89%			
Trailer System... ASI allocates 5% of the total trailer system funds toward reserves for contingency costs.	\$ 42,401.85	\$ 48,453.45	\$ 80,105.75	\$ 80,755.75	\$ (650)	-2.12%			
Area	Function	Program/Function Area	Budget 2019-20	Proposed 3&9 19-20	Proposed 6&6 19-20	Proposed 9&3 19-20	Difference	% Change	
Revenue	Projected Current Year Revenue	\$53.75 per student per year	\$ (1,413,395)	\$ (1,581,115)	\$ (1,581,115)	\$ (1,581,115)	\$ -	0.00%	
		Interest	\$ (16,000)	\$ (16,000)	\$ (3,000)	\$ (16,000)	\$ 13,000	-81.25%	
	Projected Programming and Student Support Revenue	Locker Revenue	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ -	0.00%	
		Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Movie Ticket Sales	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ -	0.00%	
		Sea World Tickets	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		Knott's Ticket Sales	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ -	0.00%	
		Consignment Sales	\$ (13,000)	\$ (13,000)	\$ (13,000)	\$ (13,000)	\$ -	0.00%	
		Total Revenue		\$ (1,447,395)	\$ (1,615,115)	\$ (1,602,115)	\$ (1,615,115)	\$ 13,000	-0.90%
		Administration	Personnel	Staff Salaries & PTO	\$ 172,120	\$ 172,120	\$ 172,120	\$ 121,647	\$ 50,473
Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 73,318			\$ 104,452	\$ 104,452	\$ 63,556	\$ 40,896	55.78%	
Student Salaries	\$ 61,450			\$ 63,600	\$ 63,600	\$ 55,480	\$ 8,120	13.21%	
			\$ 306,888	\$ 340,172	\$ 340,172	\$ 240,684	\$ 99,488	32.42%	
Supplies and Services	Staff Development		\$ 2,834	\$ 2,834	\$ 3,385	\$ 3,385	\$ -	0.00%	
	Dues/Subscriptions		\$ 1,016	\$ 1,016	\$ 1,043	\$ 1,043	\$ -	0.00%	
	Bank Charges		\$ 1,200	\$ 1,200	\$ 600	\$ 300	\$ 300	25.00%	
	Operating Expenses (Supplies and Services)		\$ 3,777	\$ 12,095	\$ 13,135	\$ 14,471	\$ (1,336)	-35.37%	
	Technology Related		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
	Payroll Charges		\$ 7,105	\$ 7,105	\$ 7,105	\$ 7,105	\$ -	0.00%	
	Human Resources		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	
			\$ 20,932	\$ 29,250	\$ 30,268	\$ 31,304	\$ (1,036)	-4.95%	
Travel	Seminars, Conferences, Memberships and Travel		\$ 4,798	\$ 4,798	\$ 3,714	\$ 3,749	\$ (35)	-0.72%	
	University Accounting Services		\$ 57,560	\$ 57,560	\$ 57,560	\$ 57,560	\$ -	0.00%	
Contracts, MOUs and Leases	Auditing Services & Contractual Services		\$ 26,893	\$ 26,893	\$ 26,893	\$ 26,893	\$ -	0.00%	
	Fee Collection Services		\$ 10,622	\$ 10,622	\$ 10,622	\$ 10,622	\$ -	0.00%	
	Insurance		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%	
	Legal Services		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	
	Lease Chargebacks		\$ 22,543	\$ 22,453	\$ 22,453	\$ 22,453	\$ -	0.00%	
			\$ 135,416	\$ 135,326	\$ 134,242	\$ 134,277	\$ (35)	-0.03%	
	Total Administration		\$ 463,237	\$ 504,749	\$ 504,683	\$ 406,265	\$ 98,418	21.25%	

2019-20 Operating Budget Proposed 9 & 3 Budget
 Draft: 03/27/2020

Approved by ASI Finance: 4/17/2020
 Approved by ASI BOD: 4/23/2020

The following is a draft of the Organizational Operating Budget for the 2019-20 fiscal year.
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Area	Budget 2019-20	Proposed 3&9 19-20	Proposed 6&6 19-20	Proposed 9&3 19-20	Difference	% Change		
Projected Revenue	\$ (1,447,395)	\$ (1,615,115)	\$ (1,602,115)	\$ (1,615,115)	\$ 13,000	-0.90%		
Projected Administration Expenditures	\$ 463,237	\$ 504,749	\$ 504,683	\$ 406,265	\$ 98,418	22.11%		
Projected Student Government Expenditures	\$ 532,046	\$ 564,814	\$ 508,167	\$ 470,811	\$ 37,356	7.13%		
Projected Student & University Support Expenditures	\$ 409,711	\$ 497,099	\$ 509,159	\$ 657,283	\$ (148,124)	-30.89%		
Trailer System: ASI allocates 5% of the total trailer system funds toward reserves for contingency costs.	\$ 42,401.85	\$ 48,453.45	\$ 80,105.75	\$ 80,755.75	\$ (650)	-2.12%		
Area	Function	Program/Function Area	Budget 2019-20	Proposed 3&9 19-20	Proposed 6&6 19-20	Proposed 9&3 19-20	Difference	% Change
Student Government	Personnel	Staff Salaries & PTO	\$ 170,877	\$ 170,877	\$ 133,828	\$ 123,946	\$ 9,882	5.78%
		Student Salaries	\$ 40,500	\$ 45,750	\$ 45,750	\$ 41,016	\$ 4,734	11.69%
		Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 81,212	\$ 99,149	\$ 99,149	\$ 67,497	\$ 31,651	38.97%
	Supplies and Services	Technology Related	\$ 11,584	\$ 21,165	\$ 21,165	\$ 46,679	\$ (25,514)	-220.25%
		Marketing and Advertisement, Hospitality	\$ 11,334	\$ 11,334	\$ 14,080	\$ 11,440	\$ 2,640	23.29%
		Operating Expenses	\$ 1,409	\$ 1,409	\$ 1,875	\$ 1,875	\$ -	0.00%
		Dues/Subscriptions	\$ 4,698	\$ 4,698	\$ 4,698	\$ 4,698	\$ -	0.00%
		Amortization Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			\$ 29,025	\$ 38,607	\$ 41,818	\$ 64,692	\$ (22,874)	-78.81%
			\$ 26,291	\$ 26,291	\$ 26,291	\$ 14,557	\$ 11,734	44.63%
	FT Staff Travel	\$ 9,178	\$ 9,178	\$ 4,313	\$ 4,313	\$ -	0.00%	
	ASI President's Budget	Hospitality	\$ 81	\$ 81	\$ 100	\$ 100	\$ -	0.00%
		Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
		Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
		Programming	\$ 926	\$ 926	\$ 1,150	\$ 1,150	\$ -	0.00%
	Leadership Development & Specialized Training	Leadership Development	\$ 30,241	\$ 30,241	\$ 30,241	\$ 28,013	\$ 2,228	7.37%
	Grant-In-Aid	Grant-In-Aid	\$ 143,716	\$ 143,716	\$ 125,527	\$ 125,527	\$ -	0.00%
			\$ 210,432	\$ 210,432	\$ 187,622	\$ 173,659	\$ 13,963	6.64%
	Student Government		\$ 532,046	\$ 564,814	\$ 508,167	\$ 470,811	\$ 37,356	7.02%

2019-20 Operating Budget Proposed 9 & 3 Budget
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Projected Revenue	\$ (1,447,395)	\$ (1,615,115)	\$ (1,602,115)	\$ (1,615,115)	\$ 13,000	-0.90%		
Projected Administration Expenditures	\$ 463,237	\$ 504,749	\$ 504,683	\$ 406,265	\$ 98,418	22.11%		
Projected Student Government Expenditures	\$ 532,046	\$ 564,814	\$ 508,167	\$ 470,811	\$ 37,356	7.13%		
Projected Student & University Support Expenditures	\$ 409,711	\$ 497,099	\$ 509,159	\$ 657,283	\$ (148,124)	-30.89%		
Trailer System: ASI allocates 5% of the total trailer system funds toward reserves for contingency costs.	\$ 42,401.85	\$ 48,453.45	\$ 80,105.75	\$ 80,755.75	\$ (650)	-2.12%		
Area	Function	Program/Function Area	Budget 2019-20	Proposed 3&9 19-20	Proposed 6&6 19-20	Proposed 9&3 19-20	Difference	% Change
Student & University Support	Student Support	Student Organization Direct Funding and Co-sponsorships	\$ 80,000	\$ 110,000	\$ 110,000	\$ 141,257	\$ (31,257)	-39.07%
		Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ 5,580	\$ 38,153	\$ (32,573)	#DIV/0!
		Programming & Advocacy	\$ 83,020	\$ 117,820	\$ 122,103	\$ 59,051	\$ 63,052	75.95%
		Marketing and Advertisement, Hospitality	\$ 42,061	\$ 69,250	\$ 70,952	\$ 70,952	\$ -	0.00%
			\$ 205,082	\$ 297,070	\$ 308,635	\$ 309,414	\$ (778)	-0.38%
	Scholarships & Vouchers	Student Book Voucher Program	\$ 12,000	\$ 12,000	\$ 12,000	\$ 7,345	\$ 4,655	38.79%
		Committee Permits/Vouchers	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	0.00%
		ASI Scholarships	\$ -	\$ -	\$ -	\$ 152,000	\$ (152,000)	#DIV/0!
			\$ 17,250	\$ 17,250	\$ 17,250	\$ 164,595	\$ (147,345)	-854.18%
	University Support	Children's Center	\$ 140,779	\$ 140,779	\$ 140,779	\$ 140,779	\$ -	0.00%
		EPIC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
		Dreamers Resource Center	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0.00%
		Veterans Resource Center	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
		Food Pantry	\$ 10,000	\$ 10,000	\$ 10,495	\$ 10,495	\$ -	0.00%
		ECST Acceleration Initiatives	\$ 4,600	\$ -	\$ -	\$ -	\$ -	0.00%
			\$ 187,379	\$ 182,779	\$ 183,274	\$ 183,274	\$ -	0.00%
Total Student & University Support		\$ 409,711	\$ 497,099	\$ 509,159	\$ 657,283	\$ (148,124)	-36.15%	
Total Revenues		\$ (1,447,395)	\$ (1,615,115)	\$ (1,602,115)	\$ (1,615,115)			
Total Expenditures		\$ 1,447,395	\$ 1,615,115	\$ 1,602,115	\$ 1,615,115			
Net		\$ 0	\$ 0	\$ (0)	\$ (0)			