





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

MEMORANDUM

December 7, 2021

TO: William A. Covino, University President
Through Joyce Williams, Vice President for Administration and CFO

CC: Aaron Burgess, AVP for Student Life and Dean of Students
John Tchong, Director of Budget Administration

FROM: Diana Chavez, ASI President  ^{DS}
Barnaby Peake, ASI Executive Director  ^{DS}

SUBJECT: 2021-2022 ASI 3&9 Proposed Operating Budget Review

Attached is the 2021-2022 ASI Operating Budget submitted by ASI Vice President of Finance, Josue Montenegro, and approved by the Board of Directors of Associated Students, Incorporated on Thursday, October 21, 2021.

The budget revisions have been reviewed internally by the AVP for Student Life and Dean of Students and the University Director of Budget Administration and is ready for review and approval.

If you have any questions, please contact Barnaby Peake, bpeake@calstatela.edu, 714-931-6219 (cell).

B U D G E T

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASSOCIATED STUDENTS, INC.

2021 - 2022

3 & 9 B U D G E T



2021 - 2022

- ASI BUDGET -

APPROVED BY:

WILLIAM A. COVINO
UNIVERSITY PRESIDENT1/13/22
DATE

DocuSigned by:

JOYCE WILLIAMS
VP FOR ADMINISTRATION & CFO

12/16/2021 | 17:26 PM PST

DATE

DocuSigned by:

JOHN TCHENG
DIRECTOR BUDGET ADMINISTRATION

12/13/2021 | 21:46 PM PST

DATE

DocuSigned by:

DIANA CHAVEZ
ASI PRESIDENT

12/11/2021 | 09:31 AM PST

DATE

DocuSigned by:

BARBARA MEPEKE
ASI EXECUTIVE DIRECTOR

12/13/2021 | 09:36 AM PST

DATE

SUBMITTED BY

DocuSigned by:

JOSE MONTENEGRO
ASI VICE PRESIDENT FOR FINANCE

12/7/2021 | 17:03 PM PST

DATE

DocuSigned by:

DENA FLORES
ASI ASSOCIATE EXECUTIVE DIRECTOR

12/8/2021 | 09:45 AM PST

DATE

Operating Budget**Proposed 2021-2022 3 & 9 Operating Budget**

Approved by ASI Finance: Friday, October 15, 2021

Approve:

Approved by ASI BOD: Thursday, October 21, 2021

The following is a draft of the 3 & 9 Organizational Operating Budget for the 2021-22 fiscal year.

Approved by Administration:

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

Area			Approved 21-22 Budget	Proposed 3&9 Budget	Difference
Projected Revenue			\$ (1,540,926)	\$ (2,104,604)	\$ (563,678)
Projected Personnel Expenditures			\$ 718,060	\$ 724,045	\$ 5,985
Projected Corporate Expenditures			\$ 156,529	\$ 182,655	\$ 26,126
Projected Student Government Expenditures			\$ 182,577	\$ 191,133	\$ 8,556
Projected Student & University Support Expenditures			\$ 437,532	\$ 502,954	\$ 65,422
Reserves *			\$ 46,227.78	\$ 503,816	\$ 457,589
Area	Function	Program/Function Area	Approved 21-22 Budget	Proposed 3&9 Budget	
Revenue	Projected Current Year Revenue	\$53.75 per student per year	\$ (1,357,621)	\$ (2,100,354.09)	\$ (742,733)
		Interest	\$ (8,000)	\$ (2,000.00)	\$ 6,000
	Projected Programming and Student Support Revenue	Locker Revenue	\$ (2,000)	\$ (2,000.00)	\$ -
		Previous Year Rollover Revenue	\$ (167,805)	\$ -	\$ 167,805
		Movie Ticket Sales	\$ (250)	\$ (250.00)	\$ -
		Sea World Tickets			
		Knott's Ticket Sales	\$ (250)	\$ -	\$ 250
		Consignment Sales	\$ (5,000)	\$ -	\$ 5,000
		Total Revenue			\$ (1,540,926)
Personnel	Salaries and wages	Staff Salaries & PTO	\$ 381,378	\$ 381,378	\$ -
		Student Salaries	\$ 96,000	\$ 96,000	\$ -
	Benefits	Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 215,340	\$ 215,340	\$ -
		VEBA trust administrative fee	\$ 750	\$ 1,000	\$ 250
	Professional Development	Staff Development	\$ 3,385	\$ 3,385	\$ -
		Staff Travel to Seminars, Conferences, and Meetings	\$ 8,702	\$ 14,247	\$ 5,545
		Tuition reimbursement			\$ -
		Individual membership dues to professional organizations	\$ 250	\$ 250	\$ -
	Employee recruitment	Live scan, posting positions, recruitment expenses		\$ 190	\$ 190
	Human Resources Support	Human Resources (MOU)	\$ 5,150	\$ 5,150	\$ -
	HR Compliance membership			\$ -	
	Payroll Processing	Payroll Charges (MOU with USU)	\$ 7,105	\$ 7,105	\$ -
	Total Personnel			\$ 718,060	\$ 724,045

Operating Budget

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Area	Function	Program/Function Area	Approved 21-22 Budget	Proposed 3&9 Budget	
Corporate Costs		Technology Equipment		\$ 25,038	\$ 25,038
		Facility finishes - carpet, paint, repairs, etc.		\$ -	\$ -
	Supplies and Services	Bank Charges	\$ 1,200	\$ 1,200	\$ -
		Operating Expenses (Supplies and Services)	\$ 6,418	\$ 6,228	\$ (190)
		iPhone for marketing	\$ 1,500	\$ 1,500	\$ -
	Dues & Subscriptions	Dues	\$ 1,043	\$ 1,043	\$ -
		Subscriptions	\$ 10,113	\$ 10,891	\$ 778
	Contracts, MOUs and Leases	University Accounting Services (MOU)	\$ 59,287	\$ 59,287	\$ -
		Auditing Services & Contractual Services (Contract)	\$ 26,893	\$ 26,893	\$ -
		Fee Collection Services (MOU)	\$ 10,622	\$ 10,622	\$ -
		Insurance	\$ 8,000	\$ 8,000	\$ -
		Legal Services	\$ 5,000	\$ 5,000	\$ -
		IT Support Service Agreement- Admin Tech (University)	\$ 4,000	\$ 4,000	\$ -
		Copier lease		\$ 500	\$ 500
		Lease Chargebacks	\$ 22,453	\$ 22,453	\$ -
Total Corporate Costs			\$ 156,529	\$ 182,655	
Student Government	Marketing and Advertisment, Hospitality	Marketing and Advertisment, Hospitality	\$ 10,700	\$ 10,700	\$ -
	CSSA	Student Government Travel	\$ 16,330	\$ 16,330	\$ -
	ASI President's Discretionary Budget	Hospitality	\$ 100	\$ 100	\$ -
		Leadership Development	\$ -	\$ -	\$ -
		Supplies	\$ -	\$ -	\$ -
		Programming	\$ 1,000	\$ 1,000	\$ -
	Leadership Development & Training	Leadership Development	\$ 8,556	\$ 17,112	\$ 8,556
	Grant-In-Aid	Grant-In-Aid	\$ 145,891	\$ 145,891	\$ -
Total Student Government			\$ 182,577	\$ 191,133	

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Area	Function	Program/Function Area	Approved 21-22 Budget	Proposed 3&9 Budget	
Support for Student Programs and Services	Student Support	Student Organization Direct Funding and Co-sponsorships	\$ 95,000	\$ 120,000	\$ 25,000
		Student Textbook Reimbursement Program	\$ 12,000	\$ 24,000	\$ 12,000
		Programming & Advocacy	\$ 103,878	\$ 132,300	\$ 28,422
		Marketing and Advertisement, Hospitality	\$ 28,125	\$ 28,125	\$ -
	Student Service	Committee Permits/Vouchers	\$ 7,750	\$ 7,750	\$ -
		ASI Scholarships & Awards	\$ 2,000	\$ 2,000	\$ -
	University Programs	Children Care Center	\$ 140,779	\$ 140,779	\$ -
		EPIC	\$ 10,000	\$ 10,000	\$ -
		Dreamers Resource Center	\$ 13,000	\$ 13,000	\$ -
		Veterans Resource Center	\$ 9,000	\$ 9,000	\$ -
		Student Basic Needs	\$ 10,000	\$ 10,000	\$ -
		Project Rebound	\$ 6,000	\$ 6,000	\$ -
Total Student & University Support		\$ 437,532	\$ 502,954		

Total Revenues	\$ (1,540,926)	\$ (2,104,604)
Total Expenditures	\$ 1,540,926	\$ 2,104,604
Net	\$ 0	\$ 0

* Reserves	Working Capital	\$ 46,227.28	\$ 210,460	
	Current Operations		\$ 142,000	
	Capital Replacement		\$ 100,000	
	Planned Future Operations	Discretionary reserve for programs, initiatives, and	\$ 51,356	
Total Reserves		\$ 46,227.28	\$ 503,816	