



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

MEMORANDUM

March 2, 2022

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 Tcheng, Director of Budget Administration

FROM: Anna Nguyen, ASI President ^{DS} *AN*
Barnaby Peake, ASI Executive Director ^{DS} *BP*

SUBJECT: 2021-2022 ASI 6&6 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, February 24, 2022.

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, or via phone at 323-343-5858.

B U D G E T

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



ASSOCIATED STUDENTS, INC.

2021 - 2022

6 & 6 B U D G E T



2021 - 2022

- ASI BUDGET -

APPROVED BY:

William A. Covino 3/6/22
WILLIAM A. COVINO DATE
UNIVERSITY PRESIDENT

DocuSigned by:
Joyce Williams 3/8/2022 | 11:05 AM PST
JOYCE WILLIAMS DATE
VP FOR ADMINISTRATION & CFO

DocuSigned by:
John Teheng 3/8/2022 | 08:59 AM PST
JOHN TEHENG DATE
DIRECTOR BUDGET ADMINISTRATION

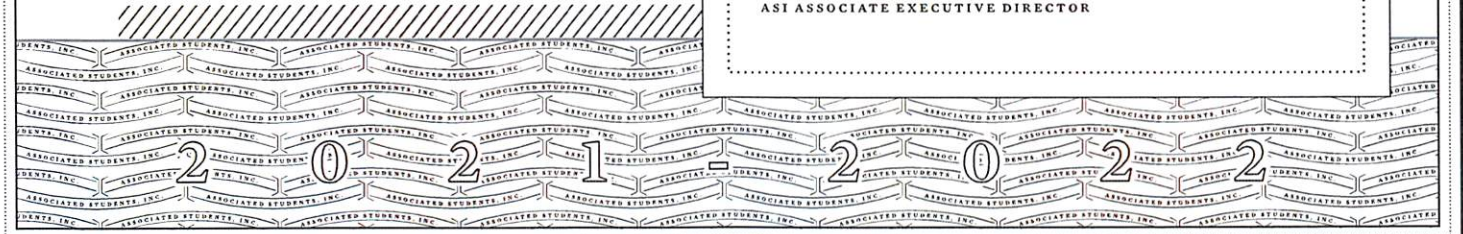
DocuSigned by:
Anna Nguyen 3/8/2022 | 08:13 AM PST
ANNA NGUYEN DATE
ASI PRESIDENT

DocuSigned by:
Barbara Ffife 3/3/2022 | 08:53 AM PST
BARBARA FFIFE DATE
ASI EXECUTIVE DIRECTOR

SUBMITTED BY

DocuSigned by:
Josue Montenegro 3/2/2022 | 20:25 PM PST
JOSUE MONTENEGRO DATE
ASI VICE PRESIDENT FOR FINANCE

DocuSigned by:
Dena Florez 3/2/2022 | 13:41 PM PST
DENA FLOREZ DATE
ASI ASSOCIATE EXECUTIVE DIRECTOR



Operating Budget 2021-2022 6 & 6 Operating Budget

Approved by ASI Finance: **Friday, February 18, 2022**

Approved by ASI BOD: **Thursday, February 24, 2022**

Approved by Administration:

The following is a draft of the 6&6 Organizational Operating Budget for the 2021-22 fiscal year. Amounts are subject to revision by the ASI Board of Directors.

Area			Approved 21-22 Budget	Proposed 3&9 Budget	Proposed 6&6 Budget	Difference
Projected Revenue			\$ (1,540,926)	\$ (2,104,604)	\$ (2,104,604)	\$ -
Projected Personnel Expenditures			\$ 718,060	\$ 724,045	\$ 716,963	\$ (7,082)
Projected Corporate Expenditures			\$ 156,529	\$ 182,655	\$ 178,525	\$ (4,130)
Projected Student Government Expenditures			\$ 182,577	\$ 191,133	\$ 156,587	\$ (34,547)
Projected Student & University Support Expenditures			\$ 437,532	\$ 502,954	\$ 548,713	\$ 45,759
Reserves *			\$ 46,227.78	\$ 503,816	\$ 503,816	\$ -
Area	Function	Program/Function Area	Approved 21-22 Budget	Proposed 3&9 Budget	Proposed 6&6 Budget	Difference
Revenue	Projected Current Year Revenue	\$53.75 per student per year	\$ (1,357,621)	\$ (2,100,354.09)	\$ (2,100,354.09)	\$ -
		Interest	\$ (8,000)	\$ (2,000.00)	\$ (2,500.00)	\$ (500)
		Locker Revenue	\$ (2,000)	\$ (2,000.00)	\$ (1,500.00)	\$ 500
	Projected Programming and Student Support Revenue	Previous Year Rollover Revenue	\$ (167,805)	\$ -	\$ -	\$ -
		Movie Ticket Sales	\$ (250)	\$ (250.00)	\$ (250.00)	\$ -
		Sea World Tickets	\$ -	\$ -	\$ -	\$ -
		Knott's Ticket Sales	\$ (250)	\$ -	\$ -	\$ -
		Consignment Sales	\$ (5,000)	\$ -	\$ -	\$ -
Total Revenue			\$ (1,540,926)	\$ (2,104,604)	\$ (2,104,604)	\$ -
Personnel	Salaries and wages	Staff Salaries & PTO	\$ 381,378	\$ 381,378	\$ 381,378	\$ (0)
		Student Salaries	\$ 96,000	\$ 96,000	\$ 96,000	\$ -
	Benefits	Staff Benefits & VEBA Trust post retirement (\$5,000)	\$ 215,340	\$ 215,340	\$ 215,340	\$ 0
		VEBA trust administrative fee	\$ 750	\$ 1,000	\$ 1,000	\$ -
	Professional Development	Staff Development	\$ 3,385	\$ 3,385	\$ 3,385	\$ 0
		Staff Travel to Seminars, Conferences, and Meetings	\$ 8,702	\$ 14,247	\$ 6,785	\$ (7,462)
		Tuition reimbursement				\$ -
	Employee recruitment	Individual membership dues to professional organizations	\$ 250	\$ 250	\$ 250	\$ -
		Live scan, posting positions, recruitment expenses		\$ 190	\$ 570	\$ 380
	Human Resources Support	Human Resources (MOU)	\$ 5,150	\$ 5,150	\$ 5,150	\$ -
HR Compliance membership					\$ -	
Payroll Processing	Payroll Charges (MOU with USU)	\$ 7,105	\$ 7,105	\$ 7,105	\$ -	
Total Personnel			\$ 718,060	\$ 724,045	\$ 716,963	\$ (7,082.40)

Operating Budget 2021-2022 6 & 6 Operating Budget

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Projected Student Government Expenditures		\$ 182,577	\$ 191,133	\$ 156,587	\$ (34,547)	
Projected Student & University Support Expenditures		\$ 437,532	\$ 502,954	\$ 548,713	\$ 45,759	
Reserves *		\$ 46,227.78	\$ 503,816	\$ 503,816	\$ -	
Area	Function	Program/Function Area	Approved 21-22 Budget	Proposed 3&9 Budget	Proposed 6&6 Budget	Difference
Corporate Costs		Technology Equipment		\$ 25,038	\$ 25,038	\$ -
		Facility finishes - carpet, paint, repairs, etc.		\$ -	\$ -	\$ -
	Supplies and Services	Bank Charges	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
		Operating Expenses (Supplies and Services)	\$ 6,418	\$ 6,228	\$ 6,228	\$ -
		iPhone for marketing	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
	Dues & Subscriptions	Dues	\$ 1,043	\$ 1,043	\$ 1,043	\$ (0)
		Subscriptions	\$ 10,113	\$ 10,891	\$ 10,891	\$ (0)
	Contracts, MOUs and Leases	University Accounting Services (MOU)	\$ 59,287	\$ 59,287	\$ 59,287	\$ 0
		Auditing Services & Contractual Services (Contract)	\$ 26,893	\$ 26,893	\$ 26,893	\$ -
		Fee Collection Services (MOU)	\$ 10,622	\$ 10,622	\$ 10,622	\$ 0
		Insurance	\$ 8,000	\$ 8,000	\$ 3,870	\$ (4,130)
		Legal Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
		IT Support Service Agreement- Admin Tech (University)	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
		Copier lease		\$ 500	\$ 500	\$ -
		Lease Chargebacks	\$ 22,453	\$ 22,453	\$ 22,453	\$ (0)
	Total Corporate Costs		\$ 156,529	\$ 182,655	\$ 178,525	\$ (4,130.43)
	Student Government	Marketing and Advertisement, Hospitality	Marketing and Advertisement, Hospitality	\$ 10,700	\$ 10,700	\$ 10,700
CSSA		Student Government Travel	\$ 16,330	\$ 16,330	\$ 1,200	\$ (15,130)
ASI President's Discretionary Budget		Hospitality	\$ 100	\$ 100	\$ 100	\$ -
		Leadership Development	\$ -	\$ -	\$ -	\$ -
		Supplies	\$ -	\$ -	\$ -	\$ -
Leadership Development & Training		Programming	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Leadership Development & Training		Leadership Development	\$ 8,556	\$ 17,112	\$ 11,546	\$ (5,566)
Grant-In-Aid	Grant-In-Aid	\$ 145,891	\$ 145,891	\$ 132,041	\$ (13,851)	
Total Student Government		\$ 182,577	\$ 191,133	\$ 156,587	\$ (34,546.52)	

Operating Budget 2021-2022 6 & 6 Operating Budget

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Projected Corporate Expenditures		\$ 156,529	\$ 182,655	\$ 178,525	\$ (4,130)		
Projected Student Government Expenditures		\$ 182,577	\$ 191,133	\$ 156,587	\$ (34,547)		
Projected Student & University Support Expenditures		\$ 437,532	\$ 502,954	\$ 548,713	\$ 45,759		
Reserves *		\$ 46,227.78	\$ 503,816	\$ 503,816	\$ -		
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	\$ 95,000	\$ (25,000)	
		Student Textbook Reimbursement Program	\$ 12,000	\$ 24,000	\$ 49,000	\$ 25,000	
		Student Basic Needs	\$ 10,000	\$ 10,000	\$ 72,959		
		Programming & Advocacy	\$ 103,878	\$ 132,300	\$ 113,600	\$ (18,700)	
		Marketing and Advertisement, Hospitality	\$ 28,125	\$ 28,125	\$ 29,625	\$ 1,500	
	Student Service	Committee Permits/Vouchers	\$ 7,750	\$ 7,750	\$ 7,750	\$ -	
		ASI Scholarships & Awards	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
	University Programs	Children Care Center	\$ 140,779	\$ 140,779	\$ 140,779	\$ -	
		EPIC	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
		Dreamers Resource Center	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	
		Veterans Resource Center	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	
		Project Rebound	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	
	Total Student & University Support			\$ 437,532	\$ 502,954	\$ 548,713	\$ (17,200.00)

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

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