



## Memo

DATE: Wednesday, August 19, 2015  
TO: A.S.I. Finance Committee  
FROM: A.S.I. Vice President for Finance  
A.S.I. President  
A.S.I. Executive Director  
CC: File  
SUBJECT: 2015-16 A.S.I. Proposed Operating Budget Review

Attached is a copy of the 2015-16 Associated Students, Inc. Proposed Operating Budget for 2015-16.

The budget recommendations enclosed reflect a balanced budget based on A.S.I. current funding priorities.

If approved by the Finance Committee the recommendations will be forwarded to the University Budget Office and Board of Directors for approval on Friday, August 28, 2015.

If approved, by the B.O.D. the budget will be sent to Dr. Nancy Wada-McKee, Senior Associate Vice President for Enrollment Management and Mrs. Lisa Chavez, Vice President for Administration and Chief Financial Officer.

Once approved, the budget will be forwarded to the University President's Office for final approval.

If you have any questions, please contact Intef W. Weser at 3-5858.

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Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



*"...For the Students, by the Students!"*

2015-16 Proposed Operating Budget

Revised

Thursday, June 11, 2015

2015-16 Proposed Operating Budget							
<i>Revenue and Investments</i>		2013/2014	YTD 2014-15	2014/2015	2015/2016	Net Budget	Percent
Description of Item		Actual	as of 3/31/15	Proposed 9&3 Budget Review	Proposed Operating Budget	Modification	Change
<b>Projected Fee Revenue *</b>							
Summer 2014 Actual	\$	-	\$ 16,738	* \$	-	\$	#DIV/0!
Fall 2014 Actual	\$	-	\$ 468,234	* \$	-	\$	#DIV/0!
Winter 2015	\$	-	\$ 399,524	* \$	-	\$	#DIV/0!
Spring 2015	\$	-	\$ -	* \$	-	\$	#DIV/0!
<i>* Amended to reflect Fee Reconciliations</i>							
<b>Student Fee Revenue</b>	\$	<b>1,185,392</b>	\$ <b>884,496</b>	\$ <b>1,190,971</b>	\$ <b>1,245,984</b>	\$ <b>55,013</b>	<b>4.62%</b>
<b>Other Projected Revenue</b>							
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$	3,977	\$ 2,840	\$ 5,000	\$ 5,000	\$ -	0.00%
Student & University Support Revenue	\$	9,896	\$ 21,395	\$ 11,950	\$ 11,950	\$ -	0.00%
Transfer from Retained Earnings	\$	-	\$ -	\$ 254,618	\$ -	\$ (254,618)	-100.00%
<b>Total Other Revenue</b>	\$	<b>13,873</b>	\$ <b>24,235</b>	\$ <b>271,568</b>	\$ <b>16,950</b>	\$ <b>(254,618)</b>	<b>-93.76%</b>
<b>Total Revenue</b>	\$	<b>1,199,265</b>	\$ <b>908,731</b>	\$ <b>1,462,539</b>	\$ <b>1,262,934</b>	\$ <b>(199,604)</b>	<b>-13.65%</b>
<b>Projected Expenses</b>							
Administration	\$	390,221	\$ 289,426	\$ 430,107	\$ 411,757	\$ (18,350)	-4.27%
ASI Student Government	\$	341,055	\$ 260,937	\$ 416,656	\$ 401,541	\$ (15,115)	-3.63%
Student & University Support (formerly Programming & University Support)	\$	440,033	\$ 309,730	\$ 615,185	\$ 449,636	\$ (165,549)	-26.91%
<b>Total Unit Expense</b>	\$	<b>1,171,309</b>	\$ <b>860,093</b>	\$ <b>1,461,949</b>	\$ <b>1,262,934</b>	\$ <b>(199,014)</b>	<b>-13.61%</b>
<b>Total Revenue</b>	\$	<b>1,199,265</b>	\$ <b>908,731</b>	\$ <b>1,462,539</b>	\$ <b>1,262,934</b>	\$ <b>(199,604)</b>	<b>-13.65%</b>
<b>Total Unit Expense</b>	\$	<b>1,171,309</b>	\$ <b>860,093</b>	\$ <b>1,461,949</b>	\$ <b>1,262,934</b>	\$ <b>(199,014)</b>	<b>-13.61%</b>
<b>Net Operating Income/(Deficit)</b>	\$	<b>27,956</b>	\$ <b>48,638</b>	\$ <b>590</b>	\$ <b>0</b>		
<i>NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.</i>							
<b>Fund Balance</b>							
<b>Beginning Fund Balance</b>	\$	<b>1,498,974</b>	\$ <b>1,512,739</b>				
<b>Net Operating Income/(Deficit)</b>	\$	<b>1,199,265</b>	\$ <b>48,638</b>				
<b>Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)</b>	\$	<b>(1,185,500)</b>	\$ <b>(5,617)</b>				
<b>Projected Ending Fund Balance</b>	\$	<b>1,512,739</b>	\$ <b>1,555,759</b>				

**Trailer System**

- A.S.I. operates off of a Trailer System model. This allows A.S.I. to allocate funds for activities and programs with a greater degree of certainty. 3% of the total trailer system is being set aside for contingency operating costs which totals:

\$ 38,535.60

<b>Administration</b> Description of Item	2013/2014 Actual	YTD 2014-15 as of 3/31/15	2014/2015 Proposed 9&3 Budget Review	2015/2016 Proposed Operating Budget	Net Budget Modification	Percent Change	2015-16 Proposed Operating Budget Comment/Variance Explanation
<b>Revenue</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>Total Administration Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>Expenses *</b>							
<b>Personnel</b>							
Staff Salaries	\$ 109,205	\$ 87,662	\$ 129,856	\$ 143,250	\$ 13,394	10.31%	This increase is due to fully funding the A.S.I. Administrative Assistant to the Executive Director position as Part-Time/29 hours per week and potential 2014-15 merit increases.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,291	\$ 42,611	\$ 58,245	\$ 58,722	\$ 477	0.82%	
Student Salaries	\$ 58,196	\$ 32,200	\$ 46,931	\$ 42,640	\$ (4,291)	-9.14%	This decrease is due to moving student assistant position to part-time in staff salaries.
<b>Total Personnel</b>	\$ 207,692	\$ 162,473	\$ 235,032	\$ 244,612	\$ 9,580	4.08%	
<b>Supplies and Services</b>							
Staff Development	\$ 326	\$ 153	\$ 845	\$ 845	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 500	\$ 1,020	\$ 801	\$ (219)	-21.48%	Employment Compliance Subscription adjustment allowed for a decrease in expenses.
Bank Charges	\$ 3,003	\$ 2,344	\$ 3,360.00	\$ 3,360.00	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 25,266	\$ 20,554	\$ 33,136	\$ 8,860	\$ (24,276)	-73.26%	This line item decrease is due to moving Toshiba copy costs to Marketing and Advertising line item in University Support.
Technology Related	\$ 7,008	\$ 5,931	\$ 1,685	\$ 1,185	\$ (500)	-29.67%	Removed software expenses needed last year.
Payroll Charges	\$ 3,465	\$ 1,742	\$ 4,025	\$ 4,025	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	0.00%	
<b>Total Supplies and Services</b>	\$ 44,568	\$ 34,974	\$ 49,071	\$ 24,076	\$ (24,995)	-50.94%	
<b>Travel</b>							
Seminars, Conf., Memberships and Travel	\$ 1,428	\$ 33	\$ 4,285	\$ 4,645	\$ 360	8.40%	This increase is due to estimating real costs to travel.
<b>Total Travel</b>	\$ 1,428	\$ 33	\$ 4,285	\$ 4,645	\$ 360	8.40%	
<b>Contracts, MOU's and Leases</b>							
University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 20,165	\$ 17,250	\$ 18,677	\$ 18,877	\$ 200	1.07%	This increase is due to and increase in actuarial services administrative costs.
Fee Collection Services	\$ 8,914	\$ 3,620	\$ 8,169	\$ 8,169	\$ -	0.00%	
Insurance	\$ 7,162	\$ 7,218	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 20,279	\$ 3,848	\$ 6,995	\$ 3,500	\$ (3,495)	-49.96%	The decrease in expenses is due to the Board approving some onetime expenses for 2014-15. Therefore the onetime expenses were higher than what is being proposed for this year.
Lease Chargeback's	\$ 22,453	\$ 16,840	\$ 26,953	\$ 26,953	\$ -	0.00%	
<b>Total Contracts, MOUs and Leases</b>	\$ 136,533	\$ 91,946	\$ 126,354	\$ 123,059	\$ (3,295)	-2.61%	
<b>Equipment</b>							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
<b>Total Equipment</b>	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
<b>Total Administrative Expenses</b>	\$ 390,221	\$ 289,426	\$ 430,107	\$ 411,757	\$ (18,350)	-4.27%	
<b>Net Cost of Administration</b>	\$ 390,221	\$ 289,426	\$ 430,107	\$ 411,757	\$ (18,350)	-4.27%	

Note: \*Excludes PTO expense, and Write off's of: \$ 3,695.00 \$ 1,366

Student Government Description of Item	2013/2014	YTD 2014-15	2014/2015	2015/2016	Net Budget	Percent	2015-16 Proposed Operating Budget Comment/Variance Explanation
	Actual	as of 3/31/15	Proposed 9&3 Budget Review	Proposed Operating Budget	Modification	Change	
<b>Revenue</b>							
<b>Total Student Government Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>Expenses*</b>							
<b>Personnel</b>							
Staff Salaries	\$ 91,626	\$ 77,397	\$ 118,006	\$ 142,213	\$ 24,206	20.51%	This increase is due to fully funding the fulltime Graphic Designer and Marketing Coordinator position to strengthen our marketing and branding efforts.
Student Salaries	\$ 39,145	\$ 21,174	\$ 32,890	\$ 33,670	\$ 780	2.37%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 42,557	\$ 29,446	\$ 54,525	\$ 62,579	\$ 8,054	14.77%	This increase is due to 6&6 budget adjustments to fully fund a fulltime and student assistant graphic positions for the fiscal year.
<b>Total Personnel</b>	\$ 173,328	\$ 128,017	\$ 205,421	\$ 238,462	\$ 33,040	16.08%	
<b>Supplies and Services</b>							
Technology Related	\$ 22,048	\$ 11,338	\$ 30,861	\$ 9,481	\$ (21,380)	-69.28%	This decrease is due to 6&6 budget adjustments of moving copy expenses to Marketing and Advertisement in Student and University Support.
Marketing and Advertisement; Hospitality *	\$ 968	\$ 4,996	\$ 5,710	\$ 3,419	\$ (2,291)	-40.12%	This decrease is due to 6&6 budget adjustments of moving copy expenses to Marketing and Advertisement in Student and University Support.
Operating Expenses	\$ 2,075	\$ 6,829	\$ 17,816	\$ 3,840	\$ (13,976)	-78.45%	This decrease is due to 6&6 budget adjustments of moving copy expenses to Marketing and Advertisement in Student and University Support.
<b>Total Supplies and Services</b>	\$ 25,091	\$ 23,163	\$ 54,387	\$ 16,740	\$ (37,647)	-69.22%	
<b>CSSA</b>							
California State Student Association (CSSA) Dues	\$ 14,141	\$ 15,350	\$ 15,350	\$ -	\$ (15,350)	-100.00%	CSSA secured approval from the Board of Trustees and passed the Student Involvement Representation Fee (S.I.R.F.). With the passing of this fee each local A.S.I. does not have to pay annual CSSA dues.
A.S.I. Student Government Travel	\$ 9,942	\$ 8,529	\$ 25,541	\$ 26,103	\$ 562	2.20%	
<b>Total CSSA</b>	\$ 24,083	\$ 23,879	\$ 40,891	\$ 26,103	\$ (14,789)	-36.17%	
<b>FT Staff Travel</b>							
Travel	\$ 9,242	\$ 6,617	\$ 8,337	\$ 6,965	\$ (1,372)	-16.46%	The decrease in expenses is due to the Board approving some onetime expenses for that year. Therefore the onetime expenses were higher than what is being proposed for this year.
<b>Total FT Staff Travel</b>	\$ 9,242	\$ 6,617	\$ 8,337	\$ 6,965	\$ (1,372)	-16.46%	
<b>ASI President's Budget</b>							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ (0)	-0.02%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ (0)	-0.04%	
<b>Total A.S.I. President's Budget</b>	\$ -	\$ -	\$ 150	\$ 150	\$ (0)	-0.03%	
<b>Grant-In-Aid</b>							
Grant-In-Aid	\$ 109,311	\$ 79,261	\$ 107,469	\$ 113,122	\$ 5,652	5.26%	This increase is needed to fully fund student government GIA allocations for the fiscal year.
<b>Total Grant-In-Aid</b>	\$ 109,311	\$ 79,261	\$ 107,469	\$ 113,122	\$ 5,652	5.26%	
<b>Total Student Government Expenses *</b>	\$ 341,055	\$ 260,937	\$ 416,656	\$ 401,541	\$ (15,115)	-3.63%	
<b>Net Cost of Student Government</b>	\$ 341,055	\$ 260,937	\$ 416,656	\$ 401,541	\$ (15,115)	-3.63%	

Note:

\*Excludes PTO expense of: \$ (4,717) \$ 3,215

\* Due to the CMS account transition the Marketing &amp; Hospitality line items were combined.

<i>Student &amp; University Support (formerly Programming &amp; University Support)</i> Description of Item	2013/2014	YTD 2014-15	2014/2015	2015/2016	Net Budget	Percent	2015-16 Proposed Operating Budget
	Actual	as of 3/31/15	Proposed 9&3 Budget Review	Proposed Operating Budget	Modification	Change	Comment/Variance Explanation
<b>Revenue *</b>							
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$ 3,977	\$ 2,840	\$ 5,000	\$ 5,000	\$ -	0.00%	
Locker Revenue	\$ 4,585	\$ 3,080	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev Other, Events, & Laptop Rev)	\$ 1,134	\$ 2,790	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,347	\$ 1,149	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 428	\$ 51	\$ 250	\$ 250	\$ -	0.00%	
Commissions (Knott's Ticket Sales)	\$ 1,103	\$ 829	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 1,299	\$ 13,496	\$ 3,000	\$ 3,000	\$ -	0.00%	
<b>Total Programming and Student Support Revenue</b>	<b>\$ 13,873</b>	<b>\$ 24,235</b>	<b>\$ 16,950</b>	<b>\$ 16,950</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Expenses</b>							
<b>Student Support (formerly Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 64,353	\$ 25,811	\$ 93,160	\$ 66,360	\$ (26,800)	-28.77%	The decrease in expenses is due to the Board approving some onetime expenses for 2014-15.
Leadership Development	\$ 20,561	\$ 27,483	\$ 28,468	\$ 25,562	\$ (2,906)	-10.21%	The decrease in expenses is due to the Board approving some onetime expenses for 2014-15. Therefore the onetime expenses were higher than what is being proposed for this year.
Programming & Advocacy	\$ 148,178	\$ 102,786	\$ 237,238	\$ 87,284	\$ (149,954)	-63.21%	The decrease in expenses is due to the Board approving some onetime expenses for 2014-15. Therefore the onetime expenses were higher than what is being proposed for this year.
Marketing and Advertisement	\$ 27,857	\$ 31,167	\$ 55,990	\$ 75,510	\$ 19,520	34.86%	The increase is due to moving all printing cost to this line item.
<b>Total Programming</b>	<b>\$ 260,949</b>	<b>\$ 187,247</b>	<b>\$ 414,856</b>	<b>\$ 254,716</b>	<b>\$ (160,140)</b>	<b>-38.60%</b>	
<b>Scholarships &amp; Vouchers</b>							
Student Book Voucher Program	\$ 10,979	\$ 4,071	\$ 16,800	\$ 16,800	\$ -	0.00%	Fully funding for the fiscal year.
Committee Permits/Vouchers	\$ 2,880	\$ 1,187	\$ 11,992	\$ 11,992	\$ -	0.00%	
A.S.I. Scholarships	\$ 18,000	\$ 18,000	\$ 19,500	\$ 18,000	\$ (1,500)	-7.69%	The decrease in expenses is due to the Board approving some onetime expenses for 2014-15.
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 31,859</b>	<b>\$ 23,258</b>	<b>\$ 48,292</b>	<b>\$ 46,792</b>	<b>\$ (1,500)</b>	<b>-3.11%</b>	
<b>University Support</b>							
Children's Center	\$ 125,119	\$ 83,474	\$ 125,211	\$ 125,211	\$ (0)	0.00%	A.S.I. is fully funding of the Children's Center to last years total of \$125,211, contingent upon President Covino's approval. A.S.I. is still researching the current funding practice outlined in Policy 206 established by A.S.I. and the University in 1999 and the impact of the referendum.
EOP	\$ 6,891	\$ 4,594	\$ 6,891	\$ 6,684	\$ (207)	-3.00%	This decrease is due to A.S.I. adjusting funding priorities going forward. Funding to EOP will be held until a formal presentation to Finance Committee and BOD can be made to the 2015-16 Board of Directors.
EPIC (Educational Participation in Communities)	\$ 15,215	\$ 11,157	\$ 16,735	\$ 16,233	\$ (502)	-3.00%	This decrease is due to A.S.I. adjusting funding priorities going forward. Funding to EPIC will be held until a formal presentation to Finance Committee and BOD can be made to the 2015-16 Board of Directors.
College of Arts & Letters - Golden Eagle Radio	\$ -	\$ -	\$ 3,200	\$ -	\$ -	0.00%	No funding request was provided by the College.
<b>Total Student Support</b>	<b>\$ 147,225</b>	<b>\$ 99,225</b>	<b>\$ 152,037</b>	<b>\$ 148,128</b>	<b>\$ (3,909)</b>	<b>-2.57%</b>	
<b>Total Programming and Student Support Expenses</b>	<b>\$ 440,033</b>	<b>\$ 309,730</b>	<b>\$ 615,185</b>	<b>\$ 449,636</b>	<b>\$ (165,549)</b>	<b>-26.91%</b>	
<b>Net Cost of Programming, Scholarships and Student Support</b>	<b>\$ 426,160</b>	<b>\$ 285,495</b>	<b>\$ 598,235</b>	<b>\$ 432,686</b>	<b>\$ (165,549)</b>	<b>-27.67%</b>	

**2015-16 A.S.I. Revenue Projections**

<i>Student Fees (Full Fees)</i> Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitionai research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2014 Actual	967	9	958	958	\$ 17.25	\$ 16,526	\$ 16,526
Fall 2014 Actual	24,488	188	24,300	24,300	\$ 19.25	\$ 467,775	\$ 467,775
Winter 2015 Actual	23,328	204	23,124	23,124	\$ 17.25	\$ 398,889	\$ 398,889
Spring 2015 Projected	20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
<b>Projected FY</b>	69,529	990	68,539		\$ 17.70	\$ 1,230,898	\$ 1,230,898

<i>Student Fees (Fee Waivers)</i> Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Total Fee Waiver Headcount (A*B)	Revenue per Student C	Estimated Revenue D = C (A*B)	Expected Receipts
Summer 2014 Actual	958	0.93%	9	\$ 1.00	\$ 9	\$ 9
Fall 2014 Actual	24,300	0.77%	188	\$ 1.00	\$ 188	\$ 188
Winter 2015 Actual	23,124	0.87%	204	\$ 1.00	\$ 204	\$ 204
Spring 2015 Projected	20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
<b>Projected FY</b>	68,539	1.35%	990	\$ 1.00	\$ 990	\$ 990

<i>Student Fees (Total)</i> Description of Item	Fee Waivers Expected Receipts A	Full Fees Expected Receipts B	Total Expected Revenue C	PS Ledger Total D	PS Ledger Difference D-C=E	Total Expected Revenue A + B + C
Summer 2014 Actual	\$ 9	\$ 16,526	\$ 16,535	\$ 16,738	\$ 204	\$ 16,738
Fall 2014 Actual	\$ 188	\$ 467,775	\$ 467,963	\$ 468,234	\$ 271	\$ 468,234
Winter 2015 Actual	\$ 204	\$ 398,889	\$ 399,093	\$ 399,524	\$ 431	\$ 399,524
Spring 2015 Projected	\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
<b>Projected FY</b>	\$ 990	\$ 1,230,898	\$ 1,231,888	\$ 1,232,793	\$ 906	\$ 1,232,793

(Up to 25% of Current Year's Operating Expenditure Budget)			2015-16 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 20,341		
B. Current Operations	10%	\$ 3,698		
C. Capital Replacement	20%	\$ 7,397		
D. Contingency Failure	15%	\$ 5,548		
<b>Total 3% Reserve Allocation</b>		\$ 36,984		
			<b>Total</b>	\$ 1,232,793
			<b>Required 3% Reserve 2015-16</b>	\$ 36,983.80
			<b>2015-16 A.S.I. Revenue Projections</b>	\$ 1,195,809

Reserve Statement  
 • A.S.I. is committed to maintaining a maximum level in reserves of up to 25% of the current year expenditures. The projected level of reserves is 3% = \$34,232.13. Working Capital Reserve will serve as 55% of the total reserve to meet expenditures of the organization for at least 60 days. Current Operations Reserves will account for 10%, which will address future enrollment decreases. Capital Replacement Reserves serves as 20%, will assist in the event of a catastrophic circumstance, and will provide the cash on hand to create a satellite location. Future Operations Reserve serves as 15% for unanticipated board actions to facilitate A.S.I. Board goals. Please see A.S.I. Administrative Manual Reserve Policy 207.