

Associated Students, Inc.
California State University, Los Angeles
2019-20 Operating Budget Detail - 6 & 6 Draft

ADMINISTRATION

Updated:

Thursday, February 20, 2020

The projections are based on our current Student Body Fee per student
of \$26.88 in the fall semester and \$26.87 in the spring semester

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STAFF DEVELOPMENT

Throughout the year all ASI staff is expected to meet regularly addressing organizational issues, receive customer service trainings. This expenditure covers all staff full and part-time.

Administrative Office Staff Development

Bimonthly All-Staff Training

- Hospitality	13	x	\$15	x	3			\$ 585.00
- Supplies								\$ 150.00

Circle of change: November 30 - December 2

								\$ 1,608
Registration	4			x		\$ 250		
Transportation	35.6			x		\$ 0.58	\$ 20.65	
<i>35.6 miles roundtrip x .58 = \$20.65 x 3 days x 4 students</i>								
Per Diem	4			x		0		\$ -

Adobe Max Conference for Student Assistant - October 15-17 2018

								\$ 1,042
Registration	3			x		\$ 450		
Transportation	36			x		\$ 0.58	\$ 20.88	
<i>36 miles roundtrip x .58 = \$20.88 x 3 days x 3 students</i>								
Per Diem	3			x		0		\$ -

Grand Total	\$3,384.88
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DUES / SUBS / PUBLICATIONS

Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc.

Auxiliary Organizations Association Dues		\$ 550.00
NACAS Dues	\$ 1,330.00 x 3 (Split between U-SU, ASI, & UAS)	\$ 443.33
Progressive Business Compliance		\$ 50.00
Grand Total		\$1,043.33

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LEASE EQUIPMENT/TECHNOLOGY RELATED

This line-item address the organizations technology needs via computer purchases, copier, and printer rentals.

University Chargebacks

- Desktop Computer Systems (Administration) - Next refresh required Fall 2020 \$ -

1 - Front Desk

\$ 2,500.00 x 0 =

2 - Administrative Assistants

\$ 2,500.00 x 0 =

3 - Professional Staff

\$ 2,500.00 x 0 =

- All-in-one Printer 0 x \$ 300.00 \$ -

iPad 4 x \$ 801.75 \$ 3,567.00

Purchase of iPads to track event attendance and provide evaluation

Purchase will include 2 years Apple Care

Cases will need to be purchased at an estimate of \$90 per case (Otterbox)

Grand Total	\$ 3,567.00
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PAYROLL CHARGES

			Pay Periods	
ADP Payroll Services Charge	\$ 210.00	x	26	\$ 5,460.00
In U-SU Human Resources - Payroll				
- Processing Fees				\$ 700.00
- FSA				\$ 150.00
- Quarterly Reports				\$ 100.00
- W-2's				\$ 195.00
- Miscellaneous costs (i.e. set up, change of employee inform., check cancellation etc.)				\$ 500.00
Grand Total				\$ 7,105.00

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CS-HUMAN RESOURCES

Human Resources - Cal State LA	\$ 5,000.00
Grand Total	\$ 5,000.00

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CS-ACCOUNTING

University Chargebacks for Accounting Services

- Accounting Services (\$13,354.63 X 4) \$ 57,560.00

Grand Total \$ 57,560.00

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CS-AUDITING SERVICES

	<u>2018-19</u>
Audit Firm - CohnReznick	\$ 20,900.00
<i>CSU & IRS required external annual audit and preparation financial statements.</i>	
Tax Services and CSULA Processing Fee Cost to annually file and prepare our coporprate taxes with the IRS	\$ 2,900.00
Actuarial Services	\$ 2,000.00
CSU Annual Auxiliary Audit Assessment	\$ 1,093.00
Grand Total	\$ 26,893.00

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CS-Fee Collection Services

Fee Collection Services	\$	-	Summer		
	\$	5,605.45	Fall	Semester	
	\$	-	Winter		
	\$	5,016.51	Spring	Semester	\$ 10,621.96
Grand Total					\$ 10,621.96

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INSURANCE

Cost of insurance related to specific activities/programs. Other organizational insurance.

CSURMA - Insurance Renewal \$ 8,000.00

Grand Total \$ 8,000.00

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LEGAL SERVICES- Litigation Cost

Legal Services	\$	5,000.00
Grand Total	\$	5,000.00

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UNIVERSITY CHARGEBACKS - U-SU Space Lease

U-SU Chargebacks

							Per Month
Utilities	2835 Sq.Feet	x	\$0.24	12	months	\$ 8,164.80	\$ 680.40
<i>Cost of heating and cooling, electricity, gas, water, and sewer.</i>							
Custodial Services	2835 Sq.Feet	x	\$0.42	12	months	\$ 14,288.40	\$ 1,190.70
Floor Maintenance						\$	-
<i>(gloss, buffing floor one time per year)</i>							

Grand Total	\$ 22,453.20
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