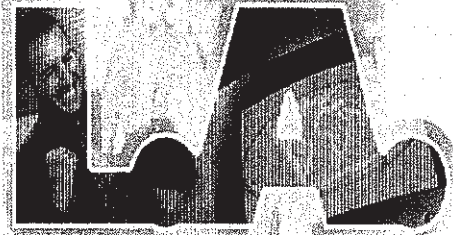



Associated Students, Inc.



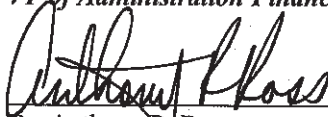
# 2012-2013


## Proposed Operating Budget


Approved by:

  
 \_\_\_\_\_ 6-22-12  
 Dr. James M. Rosser Date  
 University President

  
 \_\_\_\_\_ 6/21/12  
 Lisa M. Chavez Date  
 VP of Administration Finance & CFO

  
 \_\_\_\_\_ 6/19/12  
 Dr. Anthony R. Ross Date  
 VP of Student Affairs

  
 \_\_\_\_\_ 6/12/12  
 Hector Escobar Date  
 A.S.I. President

  
 \_\_\_\_\_ 6/12/11  
 Intef W. Weser Date  
 A.S.I. Executive Director



**Memo**

DATE: Monday, June 11, 2012  
TO: Dr. Anthony Ross, Vice President for Student Affairs  
FROM: Intef W. Weser, A.S.I. Executive Director  
CC: A.S.I. B.OD., Finance Committee, A.S.I. Staff, & File  
SUBJECT: 2012-2013 A.S.I. Proposed Operating Budget

Attached is a copy of the 2012-2013 Associated Students, Inc. Proposed Operating Budget . The budget was presented to and approved by the A.S.I. Board of Directors on Thursday, May 24, 2012.

Please note that the recommendations in this budget were reviewed by the University Budget Office.

Once approved by you please forward it on to Mrs. Lisa Chavez, Vice President for Administration and Chief Financial Officer. Once approved by the Vice Presidents, we ask that 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.

Tel: (323) 343-4780

Fax: (323) 343-6415

[www.calstatela.edu/asi](http://www.calstatela.edu/asi)

5154 State University Drive, Room 105  
Los Angeles, California 90032

**Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**



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

## **2012-13 Proposed Operating Budget**

**Thursday, May 24, 2012**

**Comments Revised:**  
Thursday, June 14, 2012

2012-13 Proposed Operating Budget		2010/2011 Actual		YTD 2011-12 as of 4/30/12		2011/2012 Pending 9&3 Budget		2012/2013 Proposed Operating Budget		Net Budget Modification		Percent Change	
Revenue and Investments		Description of Item											
<b>Projected Fee Revenue *</b>													
Summer 2011 Actual	\$ 47,440	\$ 88,873	\$ 88,873										
Fall 2011	\$ 325,000	\$ 362,315	\$ 362,315										
Winter 2012	\$ 305,000	\$ 640,000	\$ 640,000										
Spring 2012	\$ 413,812	\$ -	\$ -										
* Amended to reflect Fee Reconciliations													
<b>Student Fee Revenue</b>	\$ 1,091,252	\$ 1,091,188	\$ 1,091,188										
<b>Other Projected Revenue</b>													
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 5,841	\$ 5,038	\$ 5,038										
Student & University Support Revenue	\$ -	\$ 7,466	\$ 7,466										
<b>Total Other Revenue</b>	\$ 10,209	\$ 12,504	\$ 12,504										
<b>Total Revenue</b>	\$ 1,101,461	\$ 1,103,691	\$ 1,103,691										
<b>Projected Expenses</b>													
Administration	\$ 369,711	\$ 303,190	\$ 303,190										
ASI Student Government	\$ 285,630	\$ 237,604	\$ 237,604										
Student & University Support (formerly Programming & University Support)	\$ 247,353	\$ 250,633	\$ 250,633										
<b>Total Unit Expense</b>	\$ 1,033,507	\$ 791,426	\$ 791,426										
<b>Total Revenue</b>	\$ 1,101,461	\$ 1,103,691	\$ 1,103,691										
<b>Total Unit Expense</b>	\$ 1,033,507	\$ 791,426	\$ 791,426										
<b>Net Operating Income/(Deficit)</b>	\$ 67,954	\$ -	\$ -										
<b>Fund Balance</b>													
Beginning Fund Balance	\$ 1,150,172												
Net Operating Income/(Deficit)	\$ 67,954												
<b>Non-Operating Expenses (Depreciation+PTO+Bad Debt+Write Off)</b>	\$ (57,049)												
<b>Projected Ending Fund Balance</b>	\$ 1,161,077												
<b>2011-12 Trailer Reserve Analysis</b>													
Beginning Fund Balance (FB)	1,161,077.00												
2011-12 Operating Revenue	1,151,052.20												
2011-12 SMIF & Other Revenue	1,252.75												
2011-12 Operating Expenditures	(1,115,518.00)												
2011-12 Depreciation	(28,663.00)												
Net Income	8,123.95												
Estimated Fund Balance @ 6/30/12	1,169,200.95												
Recommended 3% Reserves:	(35,076)												
<b>Estimated available fund balance @ 6/30/2012</b>	\$ 1,134,125												
Notes:													
a) based on GL and projected Spring revenue;													
b) based on ASI Financial Statement as of 2/29/2012;													
c) based on ASI approved 6&6 Budget.													

**Trailer System**  
 ASI operates off of a Trailer System model. This allows ASI 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 \$35,076.

Administration Description of Item	2010/2011 Actual	YTD 2014-12 as of 4/30/12	'2011/2012 Pending 68.3 Budget	2012/2013 Proposed Operating Budget	Net Budget Modification	Percent Change	2012-13 Proposed Operating Budget	
							Comments/Variance Explanation	
<b>Revenue</b>								
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DNV/0%	
<b>Expenses *</b>								
<b>Personnel</b>								
Staff Salaries	\$ 126,619	\$ 102,421	\$ 102,421	\$ 108,422	\$ (26,655)	-16.87%	Savings is due to a reduction in one staff position.	
Staff Benefits (\$50,944) & Annual contribution to MEBA Trust (retirement account) (\$6,000)	\$ 56,442	\$ 62,143	\$ 69,943	\$ 55,820	\$ (14,124)	-20.19%	Savings is due to a reduction in one staff position.	
Student Salaries	\$ 24,961	\$ 18,461	\$ 34,820	\$ 40,820	\$ 6,000	17.23%	One additional student assistant to support monthly and quarterly administrative audit needs.	
<b>Total Personnel</b>	\$ 210,022	\$ 189,015	\$ 207,184	\$ 205,061	\$ (31,718)	-15.15%		
<b>Supplies and Services</b>								
Staff Development	\$ 419	\$ 557	\$ 365	\$ 365	\$ -	0.00%		
Dues/Subscriptions	\$ 444	\$ -	\$ 519	\$ 500	\$ (19)	-3.66%		
Bank Charges	\$ 2,395	\$ 2,001	\$ 2,040	\$ 2,280	\$ 240	11.76%	A slight increase in banking fee and service costs.	
Advertising and Recruitment	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-100.00%		
Operating Expenses (Supplies & Services)	\$ 14,796	\$ 6,767	\$ 12,022	\$ 11,410	\$ (612)	-5.09%		
Technology Related	\$ 12,007	\$ 6,745	\$ 8,129	\$ 10,279	\$ 2,150	26.45%	Upgrading four of the Administrative Office computers to comply with the University baseline.	
Ticket Donation	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DNV/0%	
Payroll Charges	\$ 5,954	\$ 3,803	\$ 6,150	\$ 6,305	\$ 155	2.52%	Increase in ADP Fees.	
Human Resources	\$ 5,000	\$ 4,167	\$ 5,000	\$ 5,000	\$ -	0.00%		
<b>Total Supplies and Services</b>	\$ 40,974	\$ 24,040	\$ 34,745	\$ 36,159	\$ 1,414	4.07%		
<b>Travel</b>								
Seminars, Conf., Memberships and Travel	\$ 2,316	\$ 3,592	\$ 2,850	\$ 2,825	\$ (25)	-0.88%		
<b>Total Travel</b>	\$ 2,316	\$ 3,592	\$ 2,850	\$ 2,825	\$ (25)	-0.88%		
<b>Contracts, MOU's and Leases</b>								
University Accounting Services	\$ 57,696	\$ 47,967	\$ 57,696	\$ 57,696	\$ -	0.00%		
Auditing Services	\$ 25,320	\$ 22,750	\$ 25,000	\$ 16,165	\$ (11,815)	-42.20%	Savings from new audit firm contract.	
Fee Collection Services	\$ 8,209	\$ 3,722	\$ 8,172	\$ 8,172	\$ -	0.00%		
Insurance	\$ 8,346	\$ 8,497	\$ 8,500	\$ 8,500	\$ -	0.00%		
Legal Services	\$ 1,519	\$ 1,957	\$ 3,000	\$ 3,500	\$ 500	16.67%	Due to anticipated increase in annual legal costs.	
Lease Chargeback's	\$ 15,309	\$ 7,639	\$ 27,171	\$ 24,463	\$ (2,718)	-10.00%	Reduced chargeback expenses by eliminating off campus storage costs.	
<b>Total Contracts, MOUs and Leases</b>	\$ 116,399	\$ 92,543	\$ 132,404	\$ 118,371	\$ (14,033)	-10.60%		
<b>Equipment</b>								
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%		
<b>Total Administrative Expenses</b>	\$ 369,711	\$ 303,190	\$ 442,204	\$ 395,782	\$ (46,422)	-10.50%		
<b>Net Cost of Administration</b>	\$ 369,711	\$ 303,190	\$ 442,204	\$ 395,782	\$ (46,422)	-10.50%		

Note: \*Excludes PTO expense, Retirement, and Write offs of: (674)

Student Government		2010/2011 Actual	YTD 2011-12 as of 4/30/12	2011/2012 Pending 98% Budget	2012/2013 Proposed Operating Budget	Net Budget Modification	Percent Change	2012-13 Proposed Operating Budget	Comment/Variance Explanation
<b>Revenue</b>									
Total Student Government Revenue		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
<b>Expenses*</b>									
Personnel									
Staff Salaries		\$ 88,734	\$ 76,714	\$ 91,308	\$ 93,150	\$ 1,842	2.02%		Aligning budget to actual costs.
Student Salaries		\$ 24,827	\$ 21,615	\$ 26,245	\$ 33,150	\$ 6,905	26.31%		This upward adjustment is due to fully funding student assistant positions that were vacant during portions of the 2011-12 fiscal year.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$6,000)		\$ 33,260	\$ 34,584	\$ 43,872	\$ 45,609	\$ 1,737	3.96%		Aligning budget to actual costs.
Total Personnel		\$ 146,821	\$ 132,913	\$ 161,425	\$ 171,909	\$ 10,484	6.49%		
Supplies and Services									
Technology Related		\$ 8,174	\$ 16,933	\$ 31,089	\$ 31,989	\$ 900	2.89%		Upgrading four of the Student Government Office computer to comply with University baseline.
Marketing and Advertisement, Hospitality*		\$ 200	\$ 547	\$ 2,285	\$ 3,225	\$ 940	41.14%		Increased marketing programs for student government.
Operating Expenses		\$ 7,534	\$ 2,630	\$ 8,704	\$ 6,620	\$ (2,084)	-23.94%		Decrease is due to a reduction in various operating expenses (e.g. phone equipments, supplies, etc.)
Total Supplies and Services		\$ 15,908	\$ 20,109	\$ 42,078	\$ 41,834	\$ (244)	-0.58%		
CSSA									
CSSA Dues		\$ 12,854	\$ 12,085	\$ 12,085	\$ 12,770	\$ 685	5.67%		
A.S.I. Student Government Travel		\$ 13,140	\$ 7,829	\$ 17,400	\$ 20,760	\$ 3,360	19.31%		Increase is due to chartering an additional bus for students to travel to Sacramento for the March for Education in March 2013.
Total CSSA		\$ 25,994	\$ 19,914	\$ 29,485	\$ 33,530	\$ 4,045	13.72%		
FT Staff Travel									
Travel		\$ 3,445	\$ 2,474	\$ 2,474	\$ 2,560	\$ 86	3.48%		
Total FT Staff Travel		\$ 3,445	\$ 2,474	\$ 2,474	\$ 2,560	\$ 86	3.48%		
ASI President's Budget									
Hospitality		\$ -	\$ 33	\$ 100	\$ 100	\$ -	0.00%		
Leadership Development		\$ -	\$ 41	\$ 50	\$ -	\$ (50)	-100.00%		Reallocating funds to Student and University Support line items.
Supplies		\$ -	\$ -	\$ 100	\$ -	\$ (100)	-100.00%		Reallocating funds to Student and University Support line items.
Programming		\$ -	\$ -	\$ 50	\$ 50	\$ -	0.00%		
Total A.S.I. President's Budget		\$ -	\$ 74	\$ 300	\$ 150	\$ (150)	-50.00%		
Programming									
Hospitality (combined with Marketing)		\$ 120	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Leadership Development (Moved to Student Support)		\$ 12,163	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
SLA Dinner/Inauguration (Moved to Student Support)		\$ 1,616	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Total Programming		\$ 13,899	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Grant-In-Aid									
Grant-In-Aid		\$ 80,062	\$ 62,119	\$ 84,963	\$ 108,949	\$ 23,986	28.23%		Fully funding GIA stipends for all anticipated position from July 1, 2012 - June 30, 2013.
Total Grant-In-Aid		\$ 80,062	\$ 62,119	\$ 84,963	\$ 108,949	\$ 23,986	28.23%		
Total Student Government Expenses*		\$ 285,630	\$ 237,604	\$ 320,725	\$ 358,932	\$ 38,207	11.91%		
Net Cost of Student Government		\$ 285,630	\$ 237,604	\$ 320,725	\$ 358,932	\$ 38,207	11.91%		

Note:

\* Excludes PTO expense of: \$ 605 \$ 1,877

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

Student & University Support (formerly Programming & University Support) Description of Item	2010/2011 Actual	YTD 2011-12 as of 4/30/12	'2011/2012 Pending 98.3 Budget	2012/2013 Proposed Operating Budget	Net Budget Modification	Percent Change	2012-13 Proposed Operating Budget Comment/Variance Explanation
<b>Revenue *</b>							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 5,841	\$ 5,038	\$ 5,000	\$ 5,000	\$ (38)	-0.75%	
Locker Revenue	\$ -	\$ 2,405	\$ 2,405	\$ 3,500	\$ 1,095	45.53%	We project an increase in revenue due to revised marketing plan regarding A.S.I. services and the availability of lockers.
Miscellaneous Revenue (Sale of Fixed Assets & Laptop Rev)	\$ -	\$ 4,446	\$ 4,446	\$ 1,500	\$ (2,946)	-66.28%	Anticipated sales of surveyed furnitures and equipments.
Movie Ticket Sales	\$ -	\$ 347	\$ 347	\$ 1,500	\$ 1,153	332.28%	Expanding movie ticket sales program.
Laptop Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Sea World Tickets	\$ -	\$ 94	\$ 94	\$ 200	\$ 106	111.71%	Expanding Sea World ticket sales program.
Disneyland Sales	\$ -	\$ 219	\$ 219	\$ -	\$ (219)	-100.00%	Eljimi racing program due to affordable ticket packages moved online.
Knots Berry Farm Tickets	\$ -	\$ -	\$ -	\$ 500	\$ 500	#DIV/0!	Expanding prepaid Knott's ticket sales.
Consignment Sales	\$ -	\$ (46)	\$ (46)	\$ 800	\$ 846	-1842.92%	Based on agreement the following tickets were set up as a consignment sales: Six Flags, Universal, Long Beach Aquarium and Legoland. In 2011-12 we did not sell tickets in the Summer quarter due to transitioning tickets sales services. We plan on heavily marketing A.S.I. Services to achieve the revenue target.
<b>Total Programming and Student Support Revenue</b>	<b>\$ 5,841</b>	<b>\$ 12,504</b>	<b>\$ 12,504</b>	<b>\$ 13,000</b>	<b>\$ 496</b>	<b>3.97%</b>	
<b>Expenses</b>							
<b>Student Support (formerly Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 28,589	\$ 7,325	\$ 55,202	\$ 48,600	\$ (6,602)	-11.98%	Reallocating funding to Programming & Advocacy line item. The \$48,600 funding for Clubs and Organizations reflects an increase of \$7,500 compared to the 2010-11 budget.
Leadership Development	\$ -	\$ 12,758	\$ 15,450	\$ 18,695	\$ 3,245	21.00%	This increase reflects an allocation to send 10 A.S.I. members and 2 staff as presenters to the CSU Student Leadership Conference schedule for August 2-4, 2012. The conference will prepare student leaders for both legal and fiscal responsibilities and will serve as an enhancement to our Leadership Retreat and Training held July 27 - 29, 2012.
Programming & Advocacy	\$ 85,349	\$ 80,186	\$ 98,472	\$ 109,149	\$ 10,677	10.84%	Reallocating from Student Organization and Direct Funding.
Marketing and Advertisement	\$ -	\$ 8,303	\$ 17,460	\$ 18,650	\$ 1,370	7.84%	Cost and volume increased for the Blue books and Scantrons program.
<b>Scholarships &amp; Vouchers</b>	<b>\$ 113,939</b>	<b>\$ 108,572</b>	<b>\$ 186,604</b>	<b>\$ 195,294</b>	<b>\$ 8,690</b>	<b>4.66%</b>	
Book Voucher Program	\$ 6,979	\$ 878	\$ 8,200	\$ 21,000	\$ 12,800	158.10%	To expand book voucher program.
Committee Permits/Vouchers	\$ 585	\$ 1,638	\$ 3,240	\$ 5,400	\$ 2,160	66.67%	To expand Committee & Permit Voucher Program.
A.S.I. Scholarships	\$ -	\$ -	\$ 15,000	\$ 18,000	\$ 3,000	20.00%	This increase reflects adding the two \$250 Raul Henderson Spirit Scholarship Awards from the Homecoming line item and five \$500 more A.S.I. Scholarships.
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 7,564</b>	<b>\$ 2,516</b>	<b>\$ 26,440</b>	<b>\$ 44,400</b>	<b>\$ 17,960</b>	<b>67.93%</b>	
<b>University Support</b>							
Children's Center	\$ 109,270	\$ 117,465	\$ 117,465	\$ 125,211	\$ 7,746	6.59%	This increase will assist the Children's Center with offering Cal State L.A. students and their children with a quality and safe child care experience while they strive to attain their academic goals.
EOP	\$ 3,446	\$ 6,440	\$ 6,440	\$ 6,691	\$ 451	7.00%	This increase will assist EOP with supporting a new population of students who are products of the foster care system, providing general tutoring services, programs, and continuing the tradition of taking four students on the Selma Alabama trip.
EPIC (Educational Participation in Communities)	\$ 13,136	\$ 15,640	\$ 15,640	\$ 16,735	\$ 1,095	7.00%	This increase will assist EPIC with supplementing student assistant positions that coordinate lasting traditions such as the America Reads Program and the Canned and Food Drive.
<b>Total Student Support</b>	<b>\$ 125,851</b>	<b>\$ 139,545</b>	<b>\$ 139,545</b>	<b>\$ 148,937</b>	<b>\$ 9,392</b>	<b>6.66%</b>	
<b>Total Programming and Student Support Expenses</b>	<b>\$ 247,353</b>	<b>\$ 250,633</b>	<b>\$ 352,589</b>	<b>\$ 388,531</b>	<b>\$ 35,942</b>	<b>10.19%</b>	
<b>Net Cost of Programming, Scholarships and Student Support</b>	<b>\$ 241,512</b>	<b>\$ 238,129</b>	<b>\$ 340,085</b>	<b>\$ 375,531</b>	<b>\$ 35,446</b>	<b>10.42%</b>	

## 2013-14 A.S.I. Revenue Projections

Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitive research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2011 Actual	5,287	65	5,222	5,222	17.25	90,080	\$ 90,080
Fall 2011 Actual	21,284	693	20,591	20,591	19.25	396,377	\$ 396,377
Winter 2012 Actual	19,834	551	19,283	19,283	17.25	332,632	\$ 332,632
Spring 2012 Actual	19,021	540	18,481	18,481	17.25	318,797	\$ 318,797
<b>Projected FY</b>	65,426	1,849	63,577		17.39	1,137,885	\$ 1,137,885

## Student Fees (Fee Waivers)

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 2011 Actual	5,222	1,23%	65	1.00	65	\$ 65
Fall 2011 Actual	20,591	3.26%	693	1.00	693	\$ 693
Winter 2012 Actual	19,283	2.78%	551	1.00	551	\$ 551
Spring 2012 Actual	18,481	2.84%	540	1.00	540	\$ 540
<b>Projected FY</b>	63,577	2.53%	1,849	1.00	1,849	\$ 1,849

## Student Fees (Total)

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 2011 Actual	\$ 65	\$ 90,080	\$ 90,145	\$ 88,873	\$ (1,272)	\$ 88,873
Fall 2011 Actual	\$ 693	\$ 396,377	\$ 397,070	\$ 402,970	\$ 5,900	\$ 402,970
Winter 2012 Actual	\$ 551	\$ 332,632	\$ 333,183	\$ 340,218	\$ 7,035	\$ 340,218
Spring 2012 Actual	\$ 540	\$ 318,797	\$ 319,337	\$ 326,106	\$ 6,769	\$ 326,106
<b>Projected FY</b>	\$ 1,849	\$ 1,137,885	\$ 1,139,734	\$ 1,158,167	\$ 18,433	\$ 1,158,167

### (Up to 25% of Current Year's Operating Expenditure Budget)

	% Allocation to Reserve Accounts	Amount of Allocation
A. Working Capital	55%	\$ 19,110
B. Current Operations	10%	3,475
C. Capital Replacement	20%	6,949
D. Contingency Failure	15%	5,212
<b>Total 3% Reserve Allocation</b>		\$ 34,745

### 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 5% = \$34,745. 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.

2013-14 A.S.I. Revenue Projections	
2013-14 A.S.I. Revenue Projections	\$ 1,158,167
<b>Required 3% Reserve 2012-13</b>	\$ 34,745.01
<b>2013-14 A.S.I. Revenue Projections</b>	<b>\$ 1,123,422</b>