



Memo

DATE: Monday, June 01, 2009

TO: Dr. Anthony Ross
Vice President for Student Affairs

FROM: Intef W. Weser, A.S.I. Executive Director *IW*

CC: ~~Dr.~~ Nancy Wada-Mckee, Assistant Vice President for Student Affairs
Raj Shah, ASI Vice President for Finance
Jennifer H. Chemel, ASI President
A.S.I. Staff

SUBJECT: 2009-2010 Associated Students, Inc. Proposed Operating Budget

Attached is a copy of the 2009-2010 Associated Students, Inc. Proposed Operating Budget. The budget was presented and approved by the A.S.I. Board of Directors on Thursday, May 28, 2009.

Please review the budget and if approved sign the cover sheet provided. Upon completion please forward the budget to the Vice President for Administration & Finance & CFO, George A. Pardon's office for approval.

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

TEL: 620/393-4720

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www.calstatela.edu/asi

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

Memo

DATE: Thursday, May 28, 2009

TO: A.S.I. Board of Directors *W*

FROM: Intef W. Weser, A.S.I. Executive Director

CC: File

SUBJECT: 2009-2010 A.S.I. Proposed Operating Budget

Attached is a copy of the 2009-2010 Associated Students, Inc. Proposed Operating Budget. The budget was presented to the A.S.I. Finance Committee on Friday, May 15, 2009 and approved for recommendation to the Board of Directors for approval.

Please review the budget and if approved it will be sent for approval to Dr. Anthony Ross, Vice President for Student Affairs and Mr. George A. Pardon, Vice President for Administration and Finance & CEO. 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.

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

2009-10 Proposed Operating Budget

Friday, May 29, 2009



Student Fees (Total)

Description of Item	Fee Waivers	Full Fees	Total Expected
	Expected Receipts A	Expected Receipts B	Revenue A + B
Summer, 2009 (2008 Actual)	\$ 248	\$ 160,494	\$ 160,742
Fall, 2009 (2008 Actual)	\$ 460	\$ 390,602	\$ 391,062
Winter, 2009 (2008 Actual)	\$ 342	\$ 333,425	\$ 333,767
Spring, 2009 (2008 Projected)	\$ 558	\$ 330,717	\$ 331,275
FY 2009/2010	\$ 1,608	\$ 1,215,238	\$ 1,216,846

2009-10 Proposed Operating Budget

These numbers are based on 08-09 actual headcount for Summer Fall, Winter, & Spring is Projected

Student Fees (Fee Waivers)

Description of Item	Estimated	Estimated	Total Fee	Revenue per	Estimated	Expected
	Total Headcount A	Fee Waivers B	Waiver Headcount (A*B)	Student C	Revenue D = C (A*B)	Receipts
Summer, 2009 (2008 Actual)	9,304	2.60%	248	\$ 1.00	\$ 248	\$ 248
Fall, 2009 (2008 Actual)	20,291	2.22%	460	\$ 1.00	\$ 460	\$ 460
Winter, 2009 (2008 Actual)	19,329	1.74%	342	\$ 1.00	\$ 342	\$ 342
Spring, 2009 (2008 Projected)	19,172	2.83%	558	\$ 1.00	\$ 558	\$ 558
FY 2009/2010	68,096	2.34%	1,608	\$ 1.00	\$ 1,608	\$ 1,608

These numbers are based on 08-09 actual headcount for Summer Fall, Winter, & Spring is Projected

Student Fees (Full Fees)

Description of Item	Estimated	Estimated	Estimated Full Fee	2009-10 Projected	Revenue per	Estimated	Expected
	Total Headcount A	Fee Waivers B	Generating Headcount (A-B)	Headcount Based on 2008-09 with 0% Enrollment Growth	Student C	Revenue D = C (A-B)	Receipts
Summer, 2009 (2008 Actual)	9,552	248	9,304	9,304	\$ 17.25	\$ 160,494	\$ 160,494
Fall, 2009 (2008 Actual)	20,751	460	20,291	20,291	\$ 19.25	\$ 390,602	\$ 390,602
Winter, 2009 (2008 Actual)	19,671	342	19,329	19,329	\$ 17.25	\$ 333,425	\$ 333,425
Spring, 2009 (2008 Projected)	19,730	558	19,172	19,172	\$ 17.25	\$ 330,717	\$ 330,717
FY 2009/2010	69,704	1,608	68,096		\$ 17.43	\$ 1,215,238	\$ 1,215,238

On-Campus Reserve

(25% of Current Year's Operating Expenditure Budget)	% Allocation to Reserve Accounts	Amount of Allocation
A. Working Capital	55%	\$ 172,923
B. Current Operations	10%	\$ 31,441
C. Capital Replacement	20%	\$ 62,881
D. Contingency Failure	15%	\$ 47,161
Total Reserve Allocation		\$ 314,405

Reserve Statement

• ASI is committed to maintaining a maximum level in reserves of 25% of the current year expenditures. The projected level of reserves is \$314,405 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 ASI Board goals.

Revenue and Investments

Description of Item	2007/2008 Actual	YTD 2008-09 as of 4/30/09	2008/2009 Approved 9&3 Budget Adj.	2009/2010 Proposed Budget	Net Budget Modification	Percent Change
Projected Fee Revenue *						
Summer, 2009	\$ 160,348	\$ 160,742	\$ 160,742	\$ 160,742	1	0.00%
Fall, 2009	\$ 408,188	\$ 329,819	\$ 391,062	\$ 391,062	-	0.00%
Winter, 2010	\$ 334,473	\$ 385,000	\$ 333,767	\$ 333,767	-	0.00%
Spring, 2010	\$ 334,930	\$ 300,000	\$ 331,275	\$ 331,275	1	0.00%
Student Fee Revenue	\$ 1,237,939	\$ 1,175,561	\$ 1,216,845	\$ 1,216,846	1	0.00%
Other Projected Revenue						
Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$ 38,135	\$ 17,218	\$ 20,000	\$ 20,000	-	0.00%
Student Service Center Revenue	\$ 41,085	\$ 20,502	\$ 24,000	\$ 24,800	800	3.33%
Student Government Revenue	\$ -	\$ 1,000	\$ 1,000	\$ -	(1,000)	-100.00%
Total Other Revenue	\$ 79,220	\$ 38,720	\$ 45,000	\$ 44,800	(200)	-0.44%
Total Revenue	\$ 1,317,159	\$ 1,214,282	\$ 1,261,845	\$ 1,261,646	(199)	-0.02%
Projected Expenses						
Administration	\$ 357,756	\$ 332,424	\$ 429,823	\$ 414,066	(15,757)	-3.67%
ASI Student Government	\$ 205,383	\$ 239,701	\$ 342,109	\$ 376,031	33,922	9.92%
Student Service Center	\$ 93,370	\$ 118,652	\$ 158,992	\$ 158,146	(846)	-0.53%
Programming, Scholarships, & University Support	\$ 469,500	\$ 230,298	\$ 310,964	\$ 309,377	(1,588)	-0.51%
Total Unit Expense	\$ 1,126,009	\$ 921,075	\$ 1,241,888	\$ 1,257,620	15,732	1.27%
Total Revenue	\$ 1,317,159	\$ 1,214,282	\$ 1,261,845	\$ 1,261,646	(199)	-0.02%
Total Unit Expense	\$ 1,126,009	\$ 921,075	\$ 1,241,888	\$ 1,257,620	15,732	1.27%
Net Operating Income/(Deficit)	\$ 191,149	\$ 293,206	\$ 19,957	\$ 4,026		
Fund Balance						
Beginning Fund Balance	\$ 900,914	\$ -	\$ 1,091,533	\$ 1,111,490		
Net Operating Income/(Deficit)	\$ 191,149	\$ -	\$ 19,957	\$ 4,026		
Non-Operating Expenses (Depreciation+PTO)	\$ (530)	\$ -	\$ -	\$ -		
Projected Ending Fund Balance	\$ 1,091,533	\$ 1,111,490	\$ 1,111,490	\$ 1,115,516		
Less ASI Operating Reserve Requirement (Maximum of 25% of Operating Expenses)	\$ 281,502	\$ 310,472	\$ 310,472	\$ 314,405		
Less Trailer System Reserve	\$ 810,031	\$ 801,018	\$ 801,018	\$ 801,111	Difference	93
Total Funds Available after Reserves	\$ -	\$ -	\$ -	\$ -		

Trailer System

ASI has established a Trailer System sub-account to begin the process of saving funds for the trailer system model. This would allow ASI to allocate funds for activities and programs with a greater degree of certainty. It is estimated that the account will be at \$801,111 at the end of fiscal year 2009-2010.

* FY 2007-08 quarterly fee revenues are based on fee reconciliation adjusted (\$6,268) for year-end financial statements report.

Administration

2009-10 Proposed Operating Budget

Description of Item	2007/2008 Actual	YTD 2008-09 as of 4/30/09	2008/2009 Approved 9&3 Budget Adj.	2009/2010 Proposed Budget	Net Budget Modification	Percent Change	Comment/Variance Explanation
Revenue							
Total Administrative Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 128,715	\$ 107,417	\$ 128,024	\$ 132,879	\$ 4,855	3.79%	
Staff Benefits (\$54,492) & Retirement (\$12,000)	\$ 65,685	\$ 49,424	\$ 64,684	\$ 66,492	\$ 1,807	2.79%	
Student Salaries	\$ 10,448	\$ 26,511	\$ 35,329	\$ 37,116	\$ 1,787	5.06%	
Total Personnel	\$ 204,848	\$ 183,351	\$ 228,037	\$ 236,487	\$ 8,450	3.71%	
Supplies and Services							
Staff Development	\$ 2,439	\$ 644	\$ 1,280	\$ 1,190	\$ (90)	-7.03%	
Dues/Subscriptions	\$ 430	\$ 438	\$ 579	\$ 579	\$ -	0.00%	
Bank Charges	\$ 1,015	\$ 625	\$ 600	\$ 600	\$ -	0.00%	
Advertising and Recruitment	\$ 20	\$ -	\$ 400	\$ 1,800	\$ 1,400	350.00%	Funding increase will go toward new and innovative marketing of the ASI brand campus wide and various office enhancement (wall, pictures of students, etc.).
Operating Expenses (Supplies & Services)	\$ 21,986	\$ 21,988	\$ 17,100	\$ 9,900	\$ (7,200)	-42.11%	The decrease is due to the removal of the one time move in expenses.
Technology Related	\$ 8,237	\$ 7,525	\$ 11,793	\$ 5,845	\$ (5,948)	-50.44%	The decrease is due to the removal of the one time move in expenses.
Payroll Charges	\$ 2,675	\$ 425	\$ 6,150	\$ 6,150	\$ -	0.00%	
Human Resources	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 39,302	\$ 36,645	\$ 42,902	\$ 31,064	\$ (11,838)	-27.59%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 2,526	\$ 5,275	\$ 5,057	\$ 4,010	\$ (1,047)	-20.70%	The decrease is due to changes in professional development for staff.
Total Travel	\$ 2,526	\$ 5,275	\$ 5,057	\$ 4,010	\$ (1,047)	-20.70%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 61,414	\$ 60,347	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 22,150	\$ 15,555	\$ 24,250	\$ 25,400	\$ 1,150	4.74%	
Fee Collection Services	\$ 6,328	\$ 9,084	\$ 9,094	\$ 9,126	\$ 33	0.36%	
Insurance	\$ 6,891	\$ 8,207	\$ 8,600	\$ 8,600	\$ -	0.00%	
Legal Services	\$ 2,690	\$ 2,099	\$ 4,000	\$ 4,000	\$ -	0.00%	
Lease Chargeback's	\$ 9,032	\$ 11,860	\$ 34,957	\$ 22,453	\$ (12,504)	-35.77%	The decrease is due to the removal of the one time move in expenses.
Total Contracts, MOUs and Leases	\$ 108,505	\$ 107,152	\$ 138,461	\$ 127,140	\$ (11,321)	-8.18%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ 2,575	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Equipment	\$ 2,575	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Administrative Expenses	\$ 357,756	\$ 332,424	\$ 429,823	\$ 414,066	\$ (15,757)	-3.67%	
Net Cost of Administration	\$ 357,756	\$ 332,424	\$ 429,823	\$ 414,066	\$ (15,757)	-3.67%	

Note:

*Excludes PTO expense of: \$ 6,449.00 \$ 1,305

Student Government

Description of Item	2007/2008 Actual	YTD 2008-09 as of 4/30/09	2008/2009 Approved 9&3 Budget Adj.	2009/2010 Proposed Budget	Net Budget Modification	Percent Change	2009-10 Proposed Operating Budget Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	0.00%	
Expenses*							
Personnel							
Staff Salaries	\$ 40,124	\$ 47,703	\$ 65,776	\$ 96,241	\$ 30,465	46.32%	The increase is due to fully funding staff positions.
Student Salaries	\$ 37,001	\$ 26,999	\$ 42,130	\$ 42,380	\$ 250	0.59%	
Benefits	\$ 15,126	\$ 16,164	\$ 33,100	\$ 46,603	\$ 13,503	40.80%	Increase is due to new audit expectation of accounting for Post Retirement Expenses.
Total Personnel	\$ 92,250	\$ 89,866	\$ 141,006	\$ 185,224	\$ 44,218	31.36%	
Supplies and Services							
Technology Related	\$ 433	\$ 9,921	\$ 17,239	\$ 10,690	\$ (6,548)	-37.99%	The decrease is due to the reallocation of the one time move in expenses throughout the A.S.I. Operating Budget.
Marketing and Advertisement	\$ 580	\$ 217	\$ 3,500	\$ 2,000	\$ (1,500)	-42.86%	The decrease is due to the reallocation of the one time move in expenses throughout the A.S.I. Operating Budget.
Operating Expenses	\$ 4,743	\$ 19,753	\$ 9,500	\$ 8,100	\$ (1,400)	-14.74%	The decrease is due to the reallocation of the one time move in expenses throughout the A.S.I. Operating Budget.
Total Supplies and Services	\$ 5,756	\$ 29,891	\$ 30,239	\$ 20,790	\$ (9,448)	-31.25%	
CSSA							
CSSA Dues	\$ 15,276	\$ 14,736	\$ 14,736	\$ 12,631	\$ (2,105)	-14.29%	The reduction is due to having CSSA reducing the dues amount from .70 cents to .60 cents.
Travel	\$ 17,280	\$ 8,093	\$ 14,706	\$ 17,180	\$ 2,474	16.82%	The increase is due to fully funding line item after the G&B budget adjustments.
Total CSSA	\$ 32,556	\$ 22,829	\$ 29,442	\$ 29,811	\$ 369	1.25%	
FT Staff Travel							
Travel	\$ 1,962	\$ 2,959	\$ 2,100	\$ 3,700	\$ 1,600	76.19%	The increase is due to the addition of professional development opportunities for the new Programs Coordinator staff position.
Total FT Staff Travel	\$ 1,962	\$ 2,959	\$ 2,100	\$ 3,700	\$ 1,600	76.19%	
ASI President's Budget							
Hospitality	\$ 278	\$ -	\$ 300	\$ 300	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.00%	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ -	\$ 300	\$ 300	#DIV/0!	
Total Supplies and Services	\$ 278	\$ -	\$ 600	\$ 900	\$ 300	50.00%	
Programming							
Hospitality	\$ 1,505	\$ 1,755	\$ 2,000	\$ 600	\$ (1,400)	-70.00%	The decrease is due to a change in funding priorities for this line item.
Leadership Development	\$ 10,790	\$ 11,075	\$ 10,900	\$ 13,250	\$ 2,350	21.56%	The increase is needed to meet A.S.I.'s expanding leadership training needs for the retreat.
SLA Dinner/Inauguration	\$ 1,663	\$ 102	\$ 2,800	\$ 2,750	\$ (50)	-1.79%	
Total Programming	\$ 13,958	\$ 12,931	\$ 15,700	\$ 16,600	\$ 900	5.73%	
Grant-In-Aid							
Grant-In-Aid	\$ 58,623	\$ 81,224	\$ 123,022	\$ 119,006	\$ (4,016)	-3.26%	
Total Grant-In-Aid	\$ 58,623	\$ 81,224	\$ 123,022	\$ 119,006	\$ (4,016)	-3.26%	
Total Student Government Expenses*	\$ 205,383	\$ 239,701	\$ 342,109	\$ 376,031	\$ 33,922	9.92%	
Net Cost of Student Government	\$ 205,383	\$ 238,701	\$ 341,109	\$ 376,031	\$ 34,922	10.24%	

Note:

*Excludes PTO expense of: \$ (7,047.45) \$ 2,721

Student Service Center

2009-10 Proposed Operating Budget

Description of Item	2007/2008 Actual	YTD 2008-09 as of 4/30/09	2008/2009 Approved 9&3 Budget Adj.	2009/2010 Proposed Budget	Net Budget Modification	Percent Change	Comment/Variance Explanation
Revenue							
Locker Revenue	\$ 1,095	\$ 1,270	\$ 1,000	\$ 1,000	\$ -	0.00%	
Laptop Loan Program	\$ 33,511	\$ 11,148	\$ 14,500	\$ 14,500	\$ -	0.00%	
Miscellaneous Revenue	\$ 3,240	\$ 3,755	\$ 5,000	\$ 5,000	\$ -	0.00%	
Movie Ticket Sales & Sea World Tickets	\$ 1,617	\$ 1,488	\$ 500	\$ 1,000	\$ 500	100.00%	The increase is due to current performance of ticket sales.
Disneyland Sales	\$ 308	\$ 606	\$ 500	\$ 800	\$ 300	60.00%	The increase is due to current performance of ticket sales.
Consignment Sales	\$ 1,315	\$ 2,235	\$ 2,500	\$ 2,500	\$ -	0.00%	The increase is due to current performance of ticket sales.
Total Student Service Center Revenue	\$ 41,085	\$ 20,502	\$ 24,000	\$ 24,800	\$ 800	3.33%	
Expenses							
Personnel							
Staff Salaries	\$ 16,934	\$ 28,461	\$ 45,836	\$ 50,145	\$ 4,309	9.40%	
Staff Benefits	\$ 15,926	\$ 12,761	\$ 19,971	\$ 21,952	\$ 1,980	9.92%	
Student Salaries	\$ 45,721	\$ 35,186	\$ 43,886	\$ 42,751	\$ (1,136)	-2.59%	
Total Personnel	\$ 78,581	\$ 76,407	\$ 109,693	\$ 114,847	\$ 5,154	4.70%	
Supplies and Services							
Marketing and Advertisement	\$ 52	\$ -	\$ 1,038	\$ 7,500	\$ 6,462	622.54%	The increase in funding is due to 6&6 budget adjustments. Funding will go toward new at the SSC to brand ASI campus wide.
Staff Development	\$ 393	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Technology Related	\$ 520	\$ 6,116	\$ 16,040	\$ 7,372	\$ (8,668)	-54.04%	The decrease is due to the reallocation of the one time move in expenses throughout the
Operating Expenses	\$ 13,367	\$ 36,128	\$ 31,970	\$ 26,477	\$ (5,494)	-17.18%	The decrease is due to the reallocation of the one time move in expenses throughout the
Staff Travel	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,700	#DIV/0!	
Movie Ticket Donation	\$ 458	\$ -	\$ 250	\$ 250	\$ -	0.00%	
Total Supplies and Services	\$ 14,790	\$ 42,245	\$ 49,299	\$ 43,299	\$ (6,000)	-12.17%	
Total Student Service Center Expenses	\$ 93,370	\$ 118,652	\$ 158,992	\$ 158,146	\$ (846)	-0.53%	
Net Cost of Student Service Center	\$ 52,285	\$ 98,150	\$ 134,992	\$ 133,346	\$ (1,646)	-1.22%	

*Excludes PTO expense of:

\$ 471

Programming, Scholarships and University Support

2009-10 Proposed Operating Budget

Description of Item	2007/2008 Actual	YTD 2008-09 as of 4/30/09	2008/2009 Approved 9&3 Budget Adj.	2009/2010 Proposed Budget	Net Budget Modification	Percent Change	Comment/Variance Explanation
Revenue							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 38,135	\$ 17,218	\$ 20,000	\$ 20,000	\$ -	0.00%	
Total Programming, Scholarships and Univ. Support Revenue	\$ 38,135	\$ 17,218	\$ 20,000	\$ 20,000	\$ -	0.00%	
Expenses							
Programming							
Student Organization Direct Funding and Co-sponsorships	\$ 50,132	\$ 14,995	\$ 42,300	\$ 51,300	\$ 9,000	21.28%	The increase in funding is due to 6&6 budget adjustment.
Programming	\$ 85,901	\$ 49,689	\$ 90,700	\$ 75,415	\$ (15,285)	-16.85%	The decrease in funding is due to 6&6 budget adjustment for a concert.
Golden Eagle Pride/Cheerleading Program	\$ 15,286	\$ 3,004	\$ 4,600	\$ 3,000	\$ (1,600)	-34.78%	The decrease in funding is due a change in priorities to Spirit Campaign.
Total Programming	\$ 151,318	\$ 67,688	\$ 137,600	\$ 129,715	\$ (7,885)	-5.73%	
Scholarships/Student Support							
Book Voucher Program	\$ 10,089	\$ 7,459	\$ 17,500	\$ 17,500	\$ -	0.00%	
Committee Permits/Vouchers	\$ 411	\$ 1,326	\$ 1,440	\$ 1,575	\$ 135	9.38%	An increase is needed for a positive yet unexpected increase with campus wide committees.
Total Scholarships	\$ 10,501	\$ 8,784	\$ 18,940	\$ 19,075	\$ 135	0.71%	
University Support							
Children's Center	\$ 135,526	\$ 131,460	\$ 131,460	\$ 136,587	\$ 5,127	3.90%	
EOP	\$ 6,463	\$ 5,865	\$ 6,463	\$ 7,000	\$ 537	8.31%	
SSTP Training Program	\$ 9,505	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Athletics Scholarships	\$ 119,518	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Cross Cultural Centers	\$ 20,169	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
EPIC (Educational Participation in Communities)	\$ 16,502	\$ 16,502	\$ 16,502	\$ 17,000	\$ 499	3.02%	
Total University Support	\$ 307,681	\$ 153,826	\$ 154,424	\$ 160,587	\$ 6,162	3.99%	
Total Programming, Scholarships and University Support Expenses	\$ 469,500	\$ 230,298	\$ 310,964	\$ 309,377	\$ (1,588)	-0.51%	
Net Cost of Programming, Scholarships and University Support	\$ 431,366	\$ 213,080	\$ 290,964	\$ 289,377	\$ (1,588)	-0.55%	