



Memo

DATE: Thursday, May 30, 2013
TO: A.S.I. Board of Directors
FROM: Intef W. Weser, A.S.I. Executive Director
A.S.I. Finance Committee
CC: A.S.I. Staff
University Budget Office
File
SUBJECT: 2013-14 A.S.I. Proposed 3&9 Budget Review

Attached is a copy of the 2013-14 Associated Students, Inc. Proposed 3&9 Budget Review.

Per our 2012-13 Financial Statement A.S.I. has access to one time funds that will allow A.S.I. to reduce our long term liabilities as well as offer Cal State L.A. students increased access to expanded programing, club funding, and A.S.I. services. Please review the A.S.I. 3&9 Budget Review Trailer Fund Recommendations for more detail.

This budget has been reviewed and approved by the University Budget Office and the A.S.I. Finance Committee .

If approved, by the B.O.D. the budget will be sent to Dr. Anthony Ross, Vice President for Student Affairs 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!"

2013-14 Proposed 3&9 Budget Review

Revised

Wednesday, December 04, 2013

A.S.I. 3&9 Budget Review Trailer Fund Recommendations

A.S.I. Funding Availability: \$ 154,338.78

<u>A.S.I. Liability</u>	<u>Remaining Liability</u>	<u>Recommended</u>	<u>Future Funding made available:</u>	
A.S.I. Notes Payable to U-SU Furniture	\$ 46,098.02	\$ 30,732.02	\$ 15,366.00	Starting 2016-17
Funding A.S.I. Retirement Liability (IRS Requirement) \$117,524.00	\$ 60,075.00	\$ 10,000.00	\$ 16,691.67	Starting in 2017-18
	<i>Based on recent Financial Statement</i>		<i>required annual contribution for next three years to full fund liability</i>	
	Remaining Liability after recommended contribution.		\$ 50,075.00	
CSULA Election Module Fee	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	Starting 2014-15
2013-14 Budget Allocations	New Liability		Total to be added to budget	
Ricoh Copier Contracts	\$ 7,000.00	\$ 7,000.00	\$ 112,750.00	
Homecoming Upgrade	\$ 45,000.00	\$ 45,000.00		
New Website Development	\$ 6,000.00	\$ 7,000.00		
Club and Organization Funding		\$ 15,000.00		
Referendum Committee Allocation		\$ 23,000.00		
General Programming Upgrades	\$ 13,000.00	\$ 13,000.00		
Total	\$ 179,923.02	\$ 153,482.02	Starting 2014-15	\$ 2,750.00
		Remaining Funds: \$ 856.76	Starting 2016-17	\$ 15,366.00
			Starting in 2017-18	\$ 16,691.67

Associated Students, Inc.
Trailer Reserve Analysis as of June 30, 2013
Fiscal Year 2013-14

ASI FUNDS

Beginning Fund Balance (FB)	1,299,666.00
2012-13 Operating Revenue	1,193,295.00
2012 -13 SMIF & Other Revenue	4,407.00
2012-13 Operating Expenditures	(965,525.00)
2012-13 Depreciation	(32,869.00)
Net Income	199,308.00

Fund Balance @ 6/30/2013 1,498,974.00

Recommended Reserves:

3% Reserve	44,969.22
Total Reserve	<u>44,969.22</u>

Availabe fund balance @ 6/30/2013 **\$ 1,454,004.78**

Executive Committee Allocation

My Addition:	
Availabe fund balance @ 6/30/2013	\$ 1,454,004.78
Beginning Fund Balance (FB)	\$ 1,299,666.00
	\$ 154,338.78 Available Funds to Reallocate

Source:

Based on ASI Financial Statement as of 6/30/2013 (Actuals)

Revenue and Investments

Description of Item

2012/2013
Actual

YTD 2013-14
as of 9/30/13

2013/2014
Approved Operating Budget

2013/2014
Proposed 3&9 Budget Review

Net Budget
Modification

Percent
Change

Projected Fee Revenue *

Summer 2013 Actual	\$	-	\$	-	\$	-	\$	-	#DIV/0!
Fall 2013 Actual	\$	-	\$	-	\$	-	\$	-	#DIV/0!
Winter 2014	\$	-	\$	-	\$	-	\$	-	#DIV/0!
Spring 2014	\$	-	\$	-	\$	-	\$	-	#DIV/0!

* Amended to reflect Fee Reconciliations

Student Fee Revenue	\$	1,180,798	\$	-	\$	1,150,093	\$	1,150,093	\$	-	0.00%
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Other Projected Revenue

Interest Income & Los Angeles Investment Fund (L.A.I.F..)	\$	4,407	\$	1,049	\$	5,000	\$	5,000	\$	(0)	-0.01%
Student & University Support Revenue	\$	12,498	\$	3,726	\$	10,950	\$	11,950	\$	1,000	9.13%
Transfer from Retained Earnings	\$	-	\$	-	\$	-	\$	153,482	\$	153,482	#DIV/0!
Total Other Revenue	\$	16,905	\$	4,775	\$	15,950	\$	170,432	\$	154,482	968.51%

Total Revenue	\$	1,197,702	\$	4,775	\$	1,166,043	\$	1,320,525	\$	154,482	13.25%
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Projected Expenses

Administration	\$	353,729	\$	73,167	\$	387,518	\$	399,498	\$	11,980	3.09%
ASI Student Government	\$	318,843	\$	85,232	\$	361,395	\$	382,378	\$	20,983	5.81%
Student & University Support (formerly Programming & University Support)	\$	345,234	\$	33,979	\$	417,130	\$	538,649	\$	121,519	29.13%
Total Unit Expense	\$	1,017,806	\$	192,378	\$	1,166,043	\$	1,320,525	\$	154,482	13.25%

Total Revenue	\$	1,197,702	\$	4,775	\$	1,166,043	\$	1,320,525	\$	154,482	13.25%
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Total Unit Expense	\$	1,017,806	\$	192,378	\$	1,166,043	\$	1,320,525	\$	154,482	13.25%
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Net Operating Income/(Deficit)	\$	179,897	\$	0	\$	0	\$	(0)	\$	*	
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NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue.

Fund Balance

Beginning Fund Balance	\$	1,299,667
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Net Operating Income/(Deficit)	\$	179,897
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Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$	19,409
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Projected Ending Fund Balance	\$	1,498,974
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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: \$44,969.21.

Administration Description of Item	2012/2013 Actual	YTD 2013-14 as of 9/30/13	2013/2014 Approved Operating Budget	2013/2014 Proposed 3&9 Budget Review	Net Budget Modification	Percent Change	2013-14 Proposed 3&9 Budget Review Comment/Variance Explanation
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 122,275	\$ 19,396	\$ 117,529	\$ 109,731	\$ (7,798)	-6.64%	This decrease was due to Office Manager salary savings of two months and includes the 1.34% merit increase approved by the A.S.I. Personnel Committee, A.S.I. Board of Directors, CA Legislature, and CSU Chancellors Office.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$10,000)	\$ 45,027	\$ 8,147	\$ 55,320	\$ 57,756	\$ 2,436	4.40%	Use of onetime trailer fund surplus to contribute an additional \$10,000 to the A.S.I. VEBA Trust to comply with IRS requirement to fund retirement liability. A.S.I. Requirement of \$117,524.00 will be brought down to \$50,075.
Student Salaries	\$ 37,746	\$ 8,550	\$ 43,180	\$ 42,840	\$ (340)	-0.79%	
Total Personnel	\$ 205,048	\$ 36,093	\$ 216,029	\$ 210,327	\$ (5,702)	-2.64%	
Supplies and Services							
Staff Development	\$ 192	\$ -	\$ 420	\$ 420	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%	
Bank Charges	\$ 2,856	\$ 767	\$ 2,980.00	\$ 2,980	\$ (0)	0.00%	
Operating Expenses (Supplies & Services)	\$ 11,677	\$ 2,312	\$ 9,560	\$ 9,560	\$ -	0.00%	
Technology Related	\$ 6,419	\$ 94	\$ 8,049	\$ 8,349	\$ 300	3.72%	This increase is due to website transition expenses from one website host.
Payroll Charges	\$ 4,562	\$ 1,173	\$ 6,305	\$ 6,331	\$ 26	0.41%	
Human Resources	\$ 5,000	\$ 1,250	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 31,206	\$ 5,596	\$ 32,814	\$ 33,140	\$ 326	0.99%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 2,268	\$ -	\$ 2,380	\$ 3,733	\$ 1,353	56.85%	Slight increase in travel expenses for the Office Manager and Executive Director due to the annual Auxiliary Organization Association Conference being hosted in Northern California. Last year the conference was held in Pasadena, CA reducing the cost comparatively.
Total Travel	\$ 2,268	\$ -	\$ 2,380	\$ 3,733	\$ 1,353	56.85%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 14,390	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services	\$ 17,746	\$ 5,191	\$ 16,185	\$ 17,385	\$ 1,200	7.42%	The increase is due to the actuarial service costs required by MGO annual audit.
Fee Collection Services	\$ 8,862	\$ 181	\$ 8,732	\$ 8,169	\$ (563)	-6.45%	
Insurance	\$ 5,248	\$ 6,103	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 3,338	\$ -	\$ 3,500	\$ 3,500	\$ -	0.00%	
Lease Chargeback's	\$ 22,453	\$ 5,613	\$ 26,953	\$ 26,953	\$ 0	0.00%	
Total Contracts, MOUs and Leases	\$ 115,206	\$ 31,478	\$ 120,930	\$ 121,567	\$ 637	0.53%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 30,732	\$ 15,366	100.01%	Use of onetime trailer fund surplus to pay down note payable to the University-Student Union for furniture expenses.
Total Equipment	\$ -	\$ -	\$ 15,366	\$ 30,732	\$ 15,366	100.01%	
Total Administrative Expenses	\$ 353,729	\$ 73,167	\$ 387,518	\$ 399,498	\$ 11,980	3.09%	
Net Cost of Administration	\$ 353,729	\$ 73,167	\$ 387,518	\$ 399,498	\$ 11,980	3.09%	

Note: *Excludes PTO expense, and Write off's of: \$ 1,260.63 \$ 740

Student Government Description of Item	2012/2013 Actual	YTD 2013-14 as of 9/30/13	2013/2014 Approved Operating Budget	2013/2014 Proposed 3&9 Budget Review	Net Budget Modification	Percent Change	2013-14 Proposed 3&9 Budget Review Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses*							
Personnel							
Staff Salaries	\$ 91,915	\$ 22,979	\$ 94,661	\$ 99,638	\$ 4,977	5.26%	This increase is due personnel in-range adjustment and the 1.34% merit increase approved by the A.S.I. Personnel Committee, A.S.I. Board of Directors, CA Legislature, and CSU Chancellors Office.
Student Salaries	\$ 26,913	\$ 9,310	\$ 44,200	\$ 43,095	\$ (1,105)	-2.50%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$10,000)	\$ 40,978	\$ 8,460	\$ 46,485	\$ 53,363	\$ 6,878	14.80%	Use of onetime trailer fund surplus to contribute \$10,000 to the A.S.I. VEBA Trust to comply with IRS requirement to fund retirement liability. A.S.I. Requirement of \$117,524.00 will be brought down to \$50,075. This increase is due to the in-range adjustment and the 1.34% merit increase noted above.
Total Personnel	\$ 159,806	\$ 40,749	\$ 185,346	\$ 196,096	\$ 10,750	5.80%	
Supplies and Services							
Technology Related	\$ 24,317	\$ 5,027	\$ 17,210	\$ 25,810	\$ 8,600	49.97%	This increase is due to an unanticipated delay transitioning from the Ricoh copier to the campus Toshiba Fleet \$2,000 & New Website Development cost \$7,000.
Marketing and Advertisement; Hospitality *	\$ 1,174	\$ -	\$ 2,210	\$ 3,255	\$ 1,045	47.29%	
Operating Expenses	\$ 5,316	\$ 190	\$ 4,940	\$ 4,940	\$ -	0.00%	
Total Supplies and Services	\$ 30,807	\$ 5,217	\$ 24,360	\$ 34,005	\$ 9,645	39.59%	
CSSA							
California State Student Association (CSSA) Dues	\$ 13,196	\$ 14,141	\$ 14,141	\$ 14,141	\$ (0)	0.00%	
A.S.I. Student Government Travel	\$ 12,871	\$ 2,339	\$ 23,695	\$ 23,695	\$ -	0.00%	
Total CSSA	\$ 26,068	\$ 16,480	\$ 37,836	\$ 37,836	\$ (0)	0.00%	
FT Staff Travel							
Travel	\$ 3,421	\$ 165	\$ 2,960	\$ 4,190	\$ 1,230	41.55%	Slight increase in travel expenses for the Director of Programs and Leadership and Program Coordinator to attend the NASPA Conference in Baltimore.
Total FT Staff Travel	\$ 3,421	\$ 165	\$ 2,960	\$ 4,190	\$ 1,230	41.55%	
ASI President's Budget							
Hospitality	\$ 22	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ -	0.00%	
Total A.S.I. President's Budget	\$ 22	\$ -	\$ 150	\$ 150	\$ -	0.00%	
Grant-In-Aid							
Grant-In-Aid	\$ 98,720	\$ 22,621	\$ 110,743	\$ 110,101	\$ (642)	-0.58%	
Total Grant-In-Aid	\$ 98,720	\$ 22,621	\$ 110,743	\$ 110,101	\$ (642)	-0.58%	
Total Student Government Expenses *	\$ 318,843	\$ 85,232	\$ 361,395	\$ 382,378	\$ 20,983	5.81%	
Net Cost of Student Government	\$ 318,843	\$ 85,232	\$ 361,395	\$ 382,378	\$ 20,983	5.81%	

Note:

*Excludes PTO expense of: \$ 3,910 \$

(30)

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

Student & University Support (formerly Programming & University Support) Description of Item	2012/2013 Actual	YTD 2013-14 as of 9/30/13	2013/2014		Net Budget Modification	Percent Change	2013-14 Proposed 3&9 Budget Review Comment/Variance Explanation
			2013/2014 Approved Operating Budget	2013/2014 Proposed 3&9 Budget Review			
Revenue *							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 4,407	\$ 1,049	\$ 5,000	\$ 5,000	\$ -	0.00%	
Locker Revenue	\$ 4,105	\$ 955	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev Other, Events, & Laptop Rev)	\$ 2,482	\$ 2,175	\$ 2,000	\$ 3,000	\$ 1,000	50.00%	Revenue has exceeded the initial projection from the beginning of the year.
Movie Ticket Sales	\$ 1,586	\$ 156	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 354	\$ 2	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Commissions (Knott'S Ticket Sales)	\$ 669	\$ 142	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 3,302	\$ 296	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 16,905	\$ 4,775	\$ 15,950	\$ 16,950	\$ 1,000	6.27%	
Expenses							
Student Support (formerly Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 53,423	\$ 2,166	\$ 51,300	\$ 66,300	\$ 15,000	29.24%	This increased funding to clubs and organizations to program and serve the Cal State L.A. Community.
Leadership Development	\$ 11,627	\$ 9,822	\$ 20,654	\$ 20,654	\$ -	0.00%	
Programming & Advocacy	\$ 85,550	\$ 21,991	\$ 109,949	\$ 203,468	\$ 93,519	85.06%	This increase is due to a programming (examples) upgrade for Homecoming and General programming for Cal State L.A. Students.
Marketing and Advertisement	\$ 17,195	\$ -	\$ 40,670	\$ 50,670	\$ 10,000	24.59%	This increase is due to an unanticipated delay transitioning from the Ricoh copier to the campus Toshiba Fleet \$5,000. An additional \$3000 is being allocated to provide free blue books and scantrons.
Total Programming	\$ 167,795	\$ 33,979	\$ 222,573	\$ 341,092	\$ 118,519	53.25%	
Scholarships & Vouchers							
Book Voucher Program	\$ 7,861	\$ -	\$ 21,000	\$ 21,000	\$ -	0.00%	
Committee Permits/Vouchers	\$ 4,576	\$ -	\$ 6,720	\$ 9,720	\$ 3,000	44.64%	This increase will establish funding for the Shared Governance Recruitment Ad Hoc Committee to develop innovative ways to secure student interest to serve on committees.
A.S.I. Scholarships	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ -	0.00%	
Total Scholarships & Vouchers	\$ 30,437	\$ -	\$ 45,720	\$ 48,720	\$ 3,000	6.56%	
University Support							
Children's Center	\$ 125,211	\$ -	\$ 125,211	\$ 125,211	\$ 0	0.00%	
EOP	\$ 5,139	\$ -	\$ 6,891	\$ 6,891	\$ (0)	0.00%	
EPIC (Educational Participation in Communities)	\$ 16,652	\$ -	\$ 16,735	\$ 16,735	\$ (0)	0.00%	
Total Student Support	\$ 147,001	\$ -	\$ 148,837	\$ 148,837	\$ (0)	0.00%	
Total Programming and Student Support Expenses	\$ 345,234	\$ 33,979	\$ 417,130	\$ 538,649	\$ 121,519	29.13%	
Net Cost of Programming, Scholarships and Student Support	\$ 328,329	\$ 29,204	\$ 401,180	\$ 521,699	\$ 120,519	30.04%	

2013-14 A.S.I. Revenue Projections

Student Fees (Full Fees) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitional research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
Summer 2013 Actual	1,594	32	1,562	1,562	\$ 17.25	\$ 26,945	\$ 26,945
Fall 2013 Actual	23,258	199	23,059	23,059	\$ 19.25	\$ 443,886	\$ 443,886
Winter 2014 Projected	19,768	226	19,542	19,542	\$ 17.25	\$ 337,100	\$ 337,100
Spring 2014 Projected	19,237	647	18,590	18,590	\$ 17.25	\$ 320,678	\$ 320,678
Projected FY	63,857	1,104	62,753		\$ 17.67	\$ 1,128,607	\$ 1,128,607

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 2013 Actual	1,562	2.01%	32	\$ 1.00	\$ 32	\$ 32
Fall 2013 Actual	23,059	0.86%	199	\$ 1.00	\$ 199	\$ 199
Winter 2014 Projected	19,542	1.14%	226	\$ 1.00	\$ 226	\$ 226
Spring 2014 Projected	18,590	3.36%	647	\$ 1.00	\$ 647	\$ 647
Projected FY	62,753	1.84%	1,104	\$ 1.00	\$ 1,104	\$ 1,104

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 2013 Actual	\$ 32	\$ 26,945	\$ 26,977	\$ 27,360	\$ 384	\$ 27,360
Fall 2013 Actual	\$ 199	\$ 443,886	\$ 444,085	\$ 447,231	\$ 3,146	\$ 447,231
Winter 2014 Projected	\$ 226	\$ 337,100	\$ 337,326	\$ 339,824	\$ 2,499	\$ 339,824
Spring 2014 Projected	\$ 647	\$ 320,678	\$ 321,325	\$ 326,656	\$ 5,332	\$ 326,656
Projected FY	\$ 1,104	\$ 1,128,607	\$ 1,129,711	\$ 1,141,071	\$ 11,360	\$ 1,141,071

(Up to 25% of Current Year's Operating Expenditure Budget)			2013-14 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 18,828		
B. Current Operations	10%	\$ 3,423		
C. Capital Replacement	20%	\$ 6,846		
D. Contingency Failure	15%	\$ 5,135		
Total 3% Reserve Allocation		\$ 34,232		
			Total	\$ 1,141,071
			Required 3% Reserve 2013-14	\$ 34,232.13
			2013-14 A.S.I. Revenue Projections	\$ 1,106,839

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.