



MEMORANDUM

DATE: April 29, 2011

TO: Karen S. Haynes
President

FROM: Linda L. Hawk, Ed.D.
Vice President,
Finance & Administrative Services 

SUBJECT: ASI Budget FY 2011/2012

On March 9, 2011, the Finance Board of the Associated Students, Inc. held its annual Budget Marathon to review requests from the cost centers within the organization and develop a FY 2011-2012 budget for the University President's consideration and approval.

The strategic budgeting priorities that were set forth in developing the budget are as follows:

- Increasing the infrastructure of support for the ASI, Inc. Board of Directors through staff support, programming funds and statewide advocacy.
- Investing in students through increases in student employment opportunities, increased funding for student activities, statewide advocacy and limited professional development for student employees of ASI, Inc.

Revenue projections show an increase \$165,450 from fiscal year 2010-11 due to a variety of factors including an increase in resident FTE enrollment projections; summer enrollment; and Special Session/Open University enrollment. Of this amount, approximately \$88,090 is being allocated to administrative costs with remaining \$77,360 being allocated to augment the salary of the newly created Associate Executive Director position, student activities, statewide advocacy and student employment opportunities.

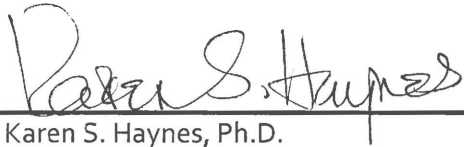
The budget was subsequently approved at the March 18th meeting of the Board of Directors. In addition, the ASI Recreation Trust budget was approved and adopted as presented by Hugo Lecomte, Director of Campus Recreation.

Looking ahead, it is recommended that ASI, Inc. consider the following for future budget and financial planning:

1. Conduct a Reserve Study: It is projected that ASI, Inc. will end the FY 2010-11 with a reserve of approximately \$450,000, after \$10,700 is transferred into next year's budget. The current reserve policy requires the corporation to maintain a reserve balance of 15% of total budgeted expenses. It is recommended that ASI revise its policy to increase the reserve balance to 25% to align with best practices and reassess its reserves in relationship to the goals of the corporation, particularly as it relates to funds that need to be set aside for the relocation and ongoing lease costs for the University Student Union in FY 2013-14.
2. University Cost Recovery: It is recommended that the Executive Director continue to consult on an annual basis with the campus Vice President of Finance and Administrative Services to ensure the corporation is paying its fair share of direct and indirect costs for University services while recognizing exchange of value, if appropriate.
3. Continue to conduct a thorough mid-year analysis similar to the campus to ensure expenditures are on target and projections are within budget.

I would like to extend my appreciation to Rodger D'Andreas and Deborah Fritzvold for their proactive budget planning efforts, which has lead to a much more streamlined approach while recognizing the value of student voices in the overall decision making process.

ASI, Inc. and ASI Campus Recreation Budgets for Fiscal Year 2011-12 approved by:


Karen S. Haynes, Ph.D.


Date

Enclosures: ASI Master Budget for FY 2011-12 (Approved by ASI, Inc BOD)
ASI Recreation Trust Budget for FY 2010-11 (Approved by ASI, Inc. BOD)

Cc: Rodger D'Andreas, Executive Director, ASI, Inc.
Dr. Eloise Stiglitz, Vice President, Student Affairs

ASSOCIATED STUDENTS, INC
REVISED BUDGET PROPOSED FOR FY2011/12
As passed by the Board of Directors on April 8, 2011

Description	BOD and Executives														TOTAL
	OPERATIONS		STUDENT SERVICES												
	2121	2101	2112	2120	2116	2104	2107	2115	2102	2103	2111	2118	2108	2119	
UARSC & University Cost Recovery	ASI Operations	Student Org Accounts	Leadership Retreats	Womens Center	LGBTQ Pride Center	Campus Activities Board	Marketing Dept	BOD	President	VP Operation	VP Finance	VP Marketing	VP External Affairs		
Salaries		166,782	46,024		43,636	43,636	24,800	6,200	48,354						379,432
UARSC benefit charge staff 38%		63,377	17,489		16,582	16,582	9,424	2,356	18,375						144,184
Salaries-Stud Assist		15,048			20,800	24,480	36,493	4,590							101,411
UARSC benefit charge SA 4%		602			832	979	1,460	184							4,056
UARSC Admin charge 8%	57,060														57,060
Student/Staff Training & Development		2,050			450										2,500
Statewide Advocacy: CSSA/CHESS/AOA		2,000							5,000	4,000				8,000	19,000
Student Activities/ALFB			250	6,000	10,000	7,023	76,800		6,600	250		20,500		1,000	128,423
Legal Expenses		2,000													2,000
Auditing Expense		28,000													28,000
Accounting, including ICR	95,658														95,658
Postage/Mail		750													750
Office Supplies		11,923													11,923
Insurance-CSURMA		15,000													15,000
Advertising and Promotion		1,000						7,250	1,000						9,250
Lease Fee	21,420														21,420
Membership Dues/CSSA&AOA		355							5,400						5,755
Stipends/Grants									14,800	8,000	7,000	7,000	7,000	7,000	50,800
Office Equip/computers&copiers		12,418	1,000		2,100	1,700	2,630		7,749	700	700	700	700	700	31,097
Gifts & Acknowledgements										150					150
Tax and License		300													300
Telecommunications/Phones		7,480													7,480
Reserves															-10,700
PROJECTED EXPENSES/REQUESTS	174,138	329,085	64,763	6,000	94,400	94,400	151,607	20,580	107,278	13,100	7,700	28,200	7,700	16,700	1,104,950

1,104,950

Projected Revenue	1,104,950
Projected Expenses	1,104,950
Balance	0

Total Student Services Budget	612,427	55%
Total Operations Budget	503,223	45%
SUBTOTAL	1,115,650	
Funds from Reserves	-10,700	
TOTAL	1,104,950	

Total BOD budget including Execs 180,678

ASSOCIATED STUDENTS, INC.
Board of Directors Meeting
March 18, 2011



STRATEGIC PRIORITIES FOR ASI FY2011/2012

- **INCREASING THE INFRASTRUCTURE OF SUPPORT FOR THE BOD through**
 - ✓ Staff support: developing student leadership training for the BOD, providing mentorship, supporting programming initiatives of the BOD, and increasing BOD participation and accountability.
 - ✓ Programming funds
 - ✓ Statewide advocacy
- **INVESTING IN STUDENTS through**
 - ✓ Increases in student employment opportunities
 - ✓ Increased funding for student activities
 - ✓ Statewide advocacy
 - ✓ Limited professional development for student employees of ASI

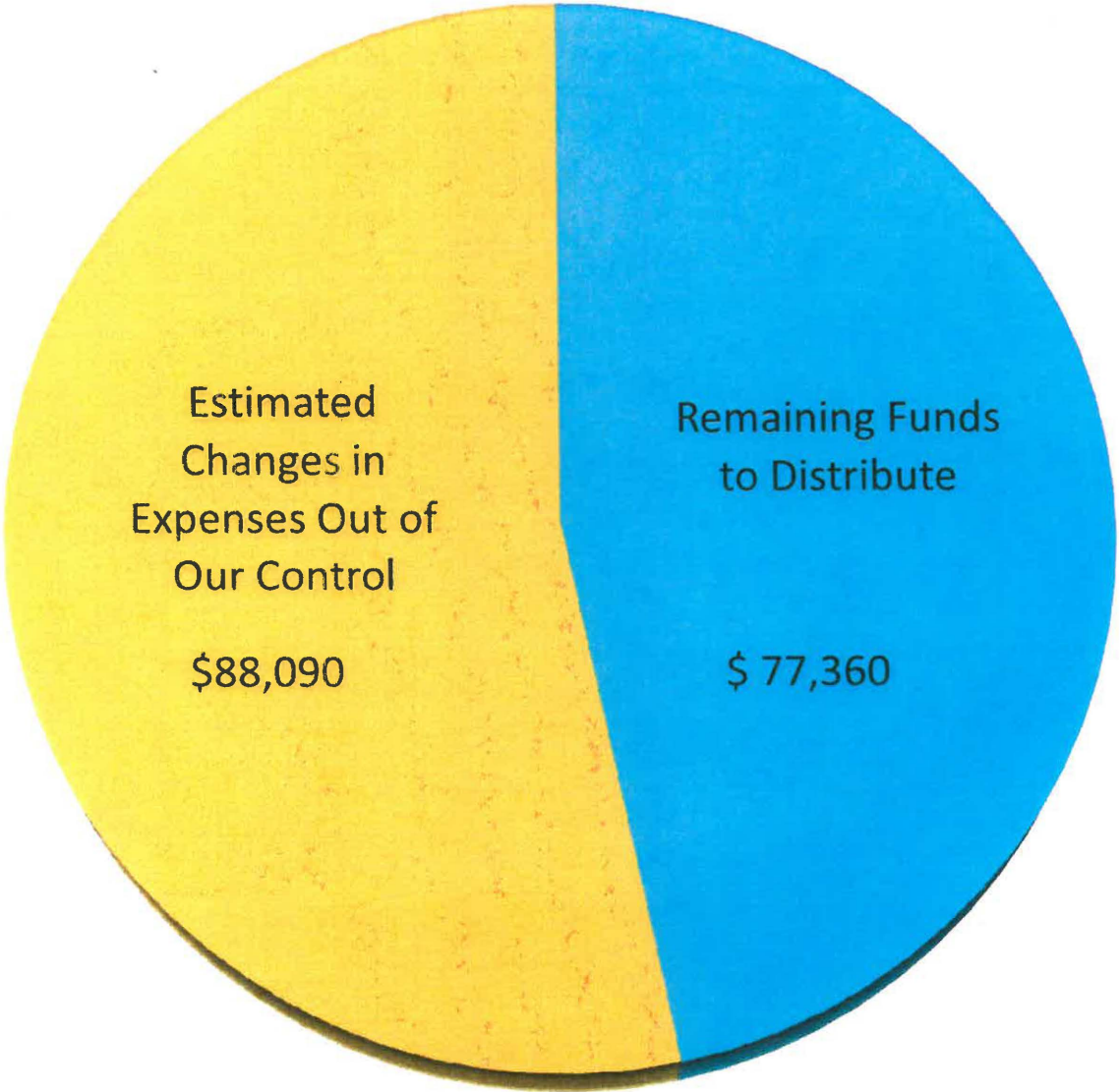


Revenue

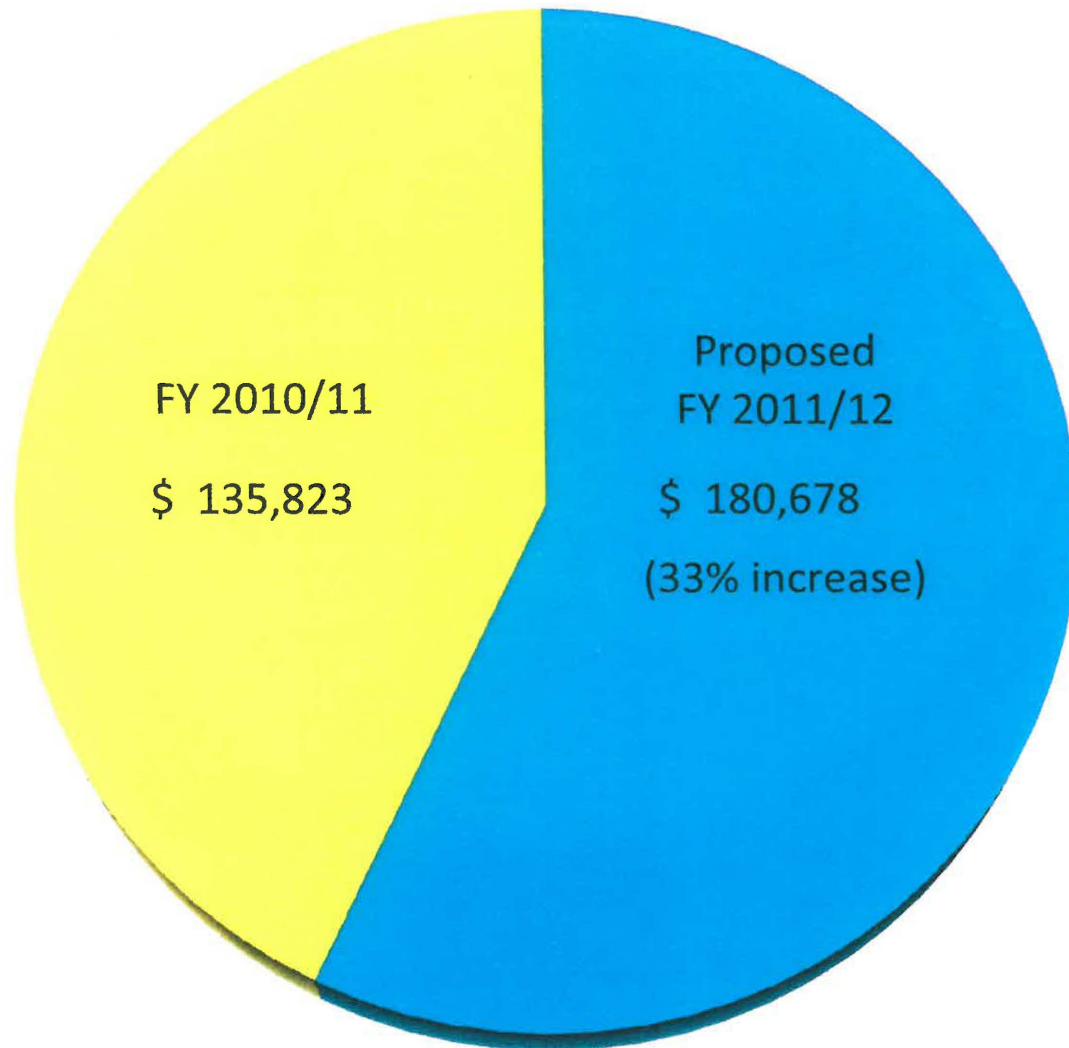


*Estimated Difference in Funds Available for 2011/12 = \$165,450

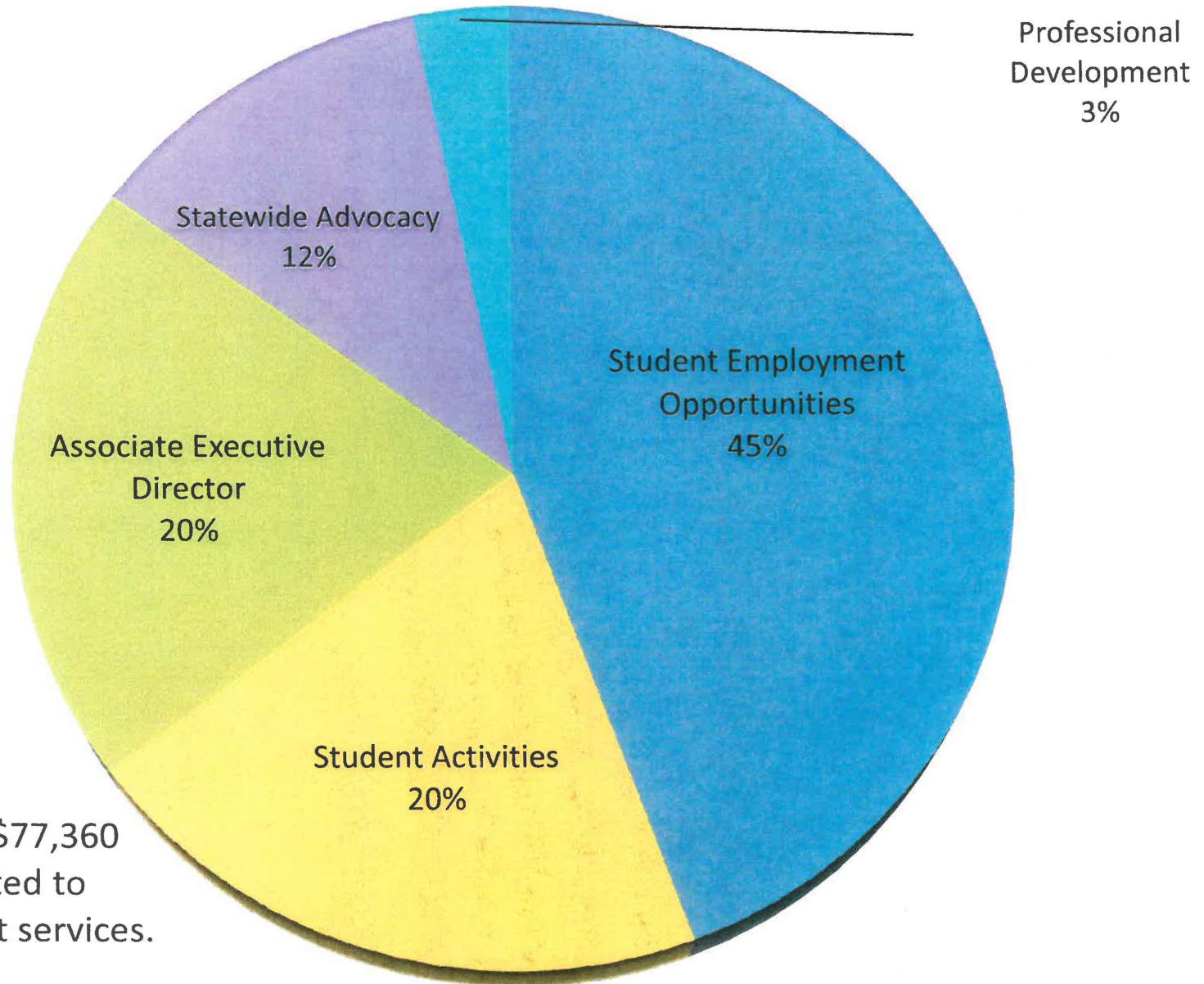
Of the \$165,450...



Funds Dedicated to the Board of Directors



Proposed Distribution of the \$77,360...



75% of the \$77,360 is dedicated to direct student services.

Associated Students, Inc
Proposed Recreation Trust Budget 2011/2012
As Passed by the ASI Board of Directors April 8, 2011

Description	Proposed Rec Trust 11/12	COMMENTS/EXPLANATION
Salaries	60,990	Includes Director's and Administrative Assistant salaries of \$43,636 and \$17,354
UARSC Staff benefit charge - 38%	23,176	
Salaries-Student Assistants	34,575	breakdown below
UARSC SA benefit charge - 4%	1,383	
Sports Clubs & Student Org Insurance	10,000	10 Sport Clubs
Office Supplies	2,000	misc. office supplies
Advertising/Promo. Expense	2,500	breakdown below
Facility Usage	4,000	breakdown below
Lease Fee	2,005	Clarke lease fee
Membership & Dues	600	NIRSA, NRPA, AORE
Office Equip Lease/Maint.	6,210	1 desktop, 1 laptop, 1 copier, 2 phones
Programming	61,321	breakdown below
Professional Dev/Director and Students	2,500	breakdown below
Food & Entertainment	3,100	breakdown below
RESERVES	18,440	
PROJECTED EXPENSES	232,800	

Salaries, student assistants	
Coordinators (3 , \$10.51/hour, 15h/week, 32 weeks)	\$ 15,135
Specialists (6, \$9/hour, 12h/week, 30 weeks)	\$ 19,440
PROJECTED EXPENSES	\$ 34,575

Advertising/Promo. Expense	
Campus Rec color brochure	\$ 750
poster/banners	\$ 1,000
Give aways & Promo items	\$ 750
PROJECTED EXPENSES	\$ 2,500

Facility usage	
Cart parking (facility) and maintenance	\$ 1,000
Disc golf course maintenance	\$ 3,000
PROJECTED EXPENSES	\$ 4,000

Sport Club (booth fees, back ground checks, league fees, officiating fees...)	
Surf	\$ 2,000
W Volleyball	\$ 2,000
Cheer	\$ 1,000
Dance	\$ 2,000
Triathlon	\$ 1,500
Cycling	\$ 1,500
M soccer	\$ 1,500
Ultimate	\$ 1,500
M Lacrosse	\$ 1,500
W Lacrosse	\$ 1,500
new clubs (Lacrosse, snowboard, basketball)	\$ 2,000
Clubs equipment/exp (1st aid, background checks, certifications)	\$ 750
PROJECTED EXPENSES	\$ 18,750

Excursions	
kayak	\$ 1,500
paintball	\$ 800
surfing	\$ 600
rock climbing (fall and spring)	\$ 600
indoor sky diving	\$ 1,700
scuba certifications	\$ 2,156
ski trip	\$ 2,500
hike	\$ 500
frisbee golf	\$ 1,159
k1 karts	\$ 900
horseback riding	\$ 1,000
deepsea fishing	\$ 1,500
spring break	\$ 2,500
rec center outdoor equipment	\$ 2,000
PROJECTED EXPENSES	\$ 19,415

IM	
flag Football regional VI	\$ 1,500
Champions shirts	\$ 2,000
City of San Marcos fields/courts	\$ 2,156
ref shirts	\$ 600
dvd training	\$ 900
paint/field supplies	\$ 1,500
kart (2011/2012)	\$ -
outsource refs	\$ 1,500
PROJECTED EXPENSES	\$ 10,156

leisure courses	
ashtanga yoga	\$ 1,600
zumba	\$ 600
salsa	\$ 600
jiu-jitsu	\$ 600
Indoor cycling	\$ 2,000
boot camp	\$ 1,800
Certifications	\$ 2,000
parking permits for instructors	\$ 800
equipment (mats, gloves, bags...)	\$ 1,000
PROJECTED EXPENSES	\$ 11,000

Wellness month/Leisure seminar	
Wellness month	\$ 2,000
PROJECTED EXPENSES	\$ 2,000

ProDevo Director & Students	
certifications (CPR, 1st aid, lifeguard, open water diver, kayak)	\$ 1,000
conferences (NIRSA, NRPA, AORE)	\$ 1,500
PROJECTED EXPENSES	\$ 2,500

Food and entertainment	
IM awards (2/year)	\$ 800
Club Federation (4/year)	\$ 1,000
staff appreciation	\$ 500
sports drink and supplies	\$ 800
PROJECTED EXPENSES	\$ 3,100