




MEMORANDUM

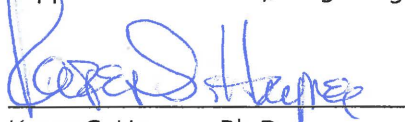
DATE: May 1, 2014
TO: Karen S. Haynes, Ph.D.
President
FROM: Linda L. Hawk, Ed.D. 
Vice President, Finance & Administrative Services
SUBJECT: Associated Students, Inc. Proposed Budget for FY 2014-15

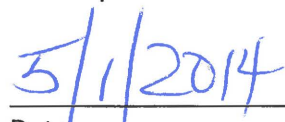
On March 28, 2014, the ASI, Inc. Board of Directors passed a proposed budget for FY 2014-15. On April 15, 2014, the University Budget Review Committee met to review and endorse the approved ASI budget. This cross-divisional team was convened by ASI to review and approve the budget. Members include Katy Rees (Finance and Administrative Services), Bridget Blanshan (Student Affairs), Scott Gross (Community Engagement), Joanne Pedersen (Academic Affairs), and Saul Serano (ASI Student Representative).

The 2014-15 budget has been impacted by ASI's move into the University Student Union and the subsequent increase in student involvement; mandatory increases in minimum wage; restructuring the ASI staff to support growth; and the addition or augmentation of several student services. ASI projected \$109,000 of additional revenue for 2014-15. They allocated 60% to student service initiatives and employment; 29% to fund increases in the professional staff allocation; and 11% to miscellaneous operational and required changes. With the additional enrollment headcount projections, ASI, Inc. should have sufficient fee revenues to support the proposed expenses.

I commend Rodger D. Andreas and Deb Fritsvold for their diligence in developing and maintaining fiscal prudence and integrity of ASI, Inc. and recommend approval of ASI, Inc. budget for FY 2014-15.

I approve the FY 2014/2015 Budget for the Associated Students, Inc.


Karen S. Haynes, Ph.D.
President


Date

**ASSOCIATED STUDENTS, INC
PROPOSED ASI MASTER BUDGET FY2014/2015**

Description	OPERATIONS		STUDENT SERVICES										TOTAL	
	2121	2101	2123	2116	2104	2107	2102	2103	2111	2118	2108	2119		
	UARSC & University Cost Recovery	ASI Operations	Media and Marketing	Gender Equity Center	LGBTQ Pride Center	Campus Activities Board	BOD	President	VP Operations	VP Finance	VP Marketing	VP External Affairs		
Salaries: Prof Staff not incl ED		104,330	37,050	50,250	50,250	48,000	42,500							332,380
Salary: Executive Director		97,000												97,000
Benefits: Executive Director 47%		45,590												45,590
UARSC benefits: staff = 38%		39,645	14,079	19,095	19,095	18,240	16,150							126,304
Salaries-Student Assistants		12,920	9,690	35,322	35,322	32,152		11,250	10,350	10,350	10,350	10,350		178,056
UARSC benefit SA 4%		517	388	1,413	1,413	1,286	0	484	462	462	462	462		7,350
UARSC Admin charge 8%		12,593	4,897	8,486	8,486	7,974	4,692	939	865	865	865	865		51,527
Telecommunications/Phones		6,000												6,000
Travel		5,000					6,900	4,000					7,150	23,050
Auditing Expense		29,933												29,933
Accounting,including ICR&SB8	110,598	2,250												112,848
Postage/Mail		500												500
Office Supplies		9,000												9,000
Insurance-CSURMA		10,985												10,985
Advertising and Promotion												10,570		10,570
Utilities/Custodial	18,920													18,920
Membership Dues/CSSA&AOA		575											7,422	7,997
Office Equip/computers&copiers		900	3,484	6,228	6,888	1,500	1,500	300	300	300	300	300	300	22,000
Student Activities			3,960	20,810	20,810	92,161	23,939	1,000	2,260	36,279			4,520	205,739
Tax and License		750												750
Professional Development		4,500												4,500
PROJECTED EXPENSES	129,518	382,988	73,547	141,604	142,264	201,313	95,681	17,973	14,237	48,256	22,547	31,069		1,301,000

BOD Total: 229,764

Total Student Services Budget 788,493 61%

Total Operations Budget 512,506 39%

TOTAL 1,301,000

Projected Revenue	1,301,000
Projected Expenses	1,301,000
Remainder	0



Associated Students, Inc.


California State University, San Marcos
San Marcos, CA 92096-0001
(760) 750-4990 Fax (760) 750-3149

Established 1991

MEMORANDUM

DATE: April 21, 2014

TO: Linda Hawk
Vice President, Finance and Administrative Services

FROM: Rodger D'Andréas
Executive Director, Associated Students, Inc. 

RE: Associated Students, Inc. Proposed Budget for FY 2014-2015

On March 28, 2014 the ASI Board of Directors approved a proposed budget for Associated Students, Inc. for FY 2014-15. This budget was previously passed and recommended to the Board of Directors by the ASI Finance Board. On April 15, 2014, the University Budget Review Committee reviewed and agreed with the Board's approved budget. A cross-divisional committee convened by ASI, the University Budget Review Committee included Katy Rees (Finance and Administrative Services), Bridget Blanshan (Student Affairs), Scott Gross (Community Engagement), Joanne Pedersen (Academic Affairs), and Saul Serano (ASI Student Representative).

The majority of the changes to the budget for FY 2014-15 are a result of ASI's move into the University Student Union and the subsequent increase in student involvement; mandatory increases in minimum wage; restructuring of the ASI professional staff to support growth; and the addition and/or augmentation of several student service initiatives. Of the \$109,000 additional revenue projected for FY 2014-15, 60% was allocated to student service initiatives and employment; 29% to increases in the professional staff allocation; and 11% to miscellaneous operational and required changes.

Specific changes to the FY 2014-15 budget include:

- Increase in student employee allocation of \$40,184 resulting from the phasing in of minimum wage and an increase in student employee hours:** Minimum wage law requires an increase to \$9.00 per hour on July 1, 2014 and \$10.00 per hour on January 1, 2016. Because the majority of ASI student employees currently receive \$9.00 per hour, the Board voted to phase in a \$.50 per hour raise over the next two fiscal years, thus lessening the fiscal impact. Student employee hours were also increased as a direct result of increased usage of the ASI Community Centers in the University Student Union.
- Increase in student programming budget of \$25,029 to fund the following initiatives:** increased allocations to ASI Leadership Funding and ASI Community Centers for student conference attendance and programming; new funding for ASI Scholarships, Student Emergency Fund (*previously funded by the Senior Class Gift and donations*), Media and Communications publication budget, and possible hosting of California State Student Association (CSSA) during the next academic year.
- Increase in Professional Staff allocation of \$32,092,** including permanent funding for the recently added Coordinator of Media and Communications, reclassifications and equity adjustments resulting from the distribution of Associate Executive Director responsibilities to other professional staff (*in lieu of filling the position*), and the hiring of a new Assistant Director of Programming.

With the additional enrollment headcount projections, Associated Students, Inc. should have sufficient fee revenues to support the proposed expenses.

Please feel free to contact me with any questions or concerns.