


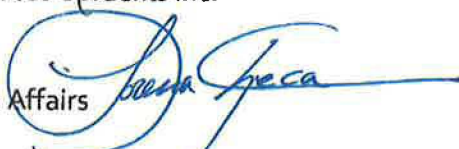


MEMORANDUM

DATE: May 11, 2018

TO: Karen S. Haynes, Ph.D.

From: Annie Macias, Ph.D.
Executive Director, Associated Students Inc. 

Via: Lorena Checa, Ph.D.
Vice President for Student Affairs 

Subject: FY 2018-2019 CSUSM Associated Students, Inc. Budget

On April 6, 2018 the Board of Directors of the Associated Students, Inc. of California State University San Marcos met and approved the 2018-2019 proposed annual budget. This budget was previously passed and recommended to the ASI Board of Directors by the ASI Internal operations Committee. Highlights of this year's budget include:

- Flat student enrollment: In order to accurately evaluate the fiscal requirements for the following year, the ASI budget allocation process began this year in early February with obtaining student enrollment figures as the basis to determine revenue. The CSUSM Budget office and the CSUSM Enrollment Management Department provided and confirmed that student enrollment figures for 18-19 will remain the same as of 17-18. This includes 13,971 for fall 2018 and 12,819 for Spring 2019 estimating a total revenue of \$2,009,250.
- California minimum wage increase: The minimum wage increases will impact ASI for the next three years as ASI currently employs over forty student employees earning wages as hourly employees. Due to these multi years increases to the California minimum wage, the ASI Executive Committee approved a Student Employee Salary Schedule that raises the hourly minimum wage to all levels of student employees and addresses compression through the schedule.
- Increase of a three percent cost of living raise: The ASI Board of Directors approved the CSUSM Corporation recommended three percent cost of living raise for all professional staff.

Attached please find the proposed ASI Budget for fiscal year 2018-2019.

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

I approve the FY 2018/2019 budget for Associated Students, Inc. of CSU San Marcos.


Karen S. Haynes
President


Date

Copy: Neal Hoss, CFO

Associated Students, Inc.
California State University San Marcos

Annual Budget
2018 - 2019



ASSOCIATED STUDENTS, INC (ASI)
Budget Call Timeline for Fiscal Year 2018/2019

DATE	DESCRIPTION
Friday, February 9, 2018	Present the Fiscal Year 2018-2019 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 9, 2018	Budget request email will be sent out to all ASI.
February 12-23, 2018	Supervisors will meet with their department to discuss their budgets.
February 26 - March 1, 2018	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 2, 2018	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 5, 2018	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 9, 2018	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI Master Budget for Fiscal Year 2018-2019. All departments should have a representative in attendance to present their requested budget.
Monday, March 12, 2018	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 16, 2018	BOD reviews 18/19 ASI Master Budget
Friday, April 13, 2018	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 20, 2018	BOD meeting reserved for budget adjustment if needed.
Friday, April 27, 2018	ASI memo, 18-19 approved budget, Budget narrative, signed BOD minutes due to President Haynes for signature.

2018 - 2019 ASI Proposed Budget - Summary

2018 - 2019 ASI Budget Summary

		17 - 18 Approved Budget	18 - 19 Proposed Budget	Notes
Revenue				
	Fees	\$ 2,009,250	\$ 2,009,250	
	REVENUE TOTAL	\$ 2,009,250	\$ 2,009,250	
Expenses				
2101	Operations	\$ 495,098	\$ 420,445	
2102	Board of Directors	\$ 115,540	\$ 128,648	
2103	ASI President	\$ 22,648	\$ 25,210	
2104	LGBTQA Pride Center	\$ 176,660	\$ 189,676	
2107	Campus Activity Board	\$ 238,541	\$ 253,387	
2108	Media and Marketing	\$ 131,887	\$ 145,138	
2110	General Student Programs	\$ 341,386	\$ 342,264	
2111	ASI Executive Vice President	\$ 68,525	\$ 64,586	
2116	Gender Equity Center	\$ 148,756	\$ 166,028	
2118	ASI VP of Student & University Affairs	\$ 27,675	\$ 27,236	
2121	University Cost Recovery	\$ 145,000	\$ 160,250	
2124	Chair & Chief of Staff	\$ 17,402	\$ 19,086	
2125	Food Pantry	\$ 80,132	\$ 66,809	
	EXPENSES TOTAL	\$ 2,009,250	\$ 2,008,764	

GRAND TOTAL \$ - \$ 486

2018 - 2019 Revenue

	17/18 Projected	18 /19 Projected	18/19 notes
Fall Headcount	13,971	13,971	Headcount for Fall and Spring term confirmed by EMS & Budget Office on 1/31/18
Spring Headcount	12,819	12,819	
Fee Amount	\$75	\$75	
Projected Revenue	\$2,009,250	\$2,009,250	

2018 - 2019 ASI Budget - Operations

Dept ID 2101 - Operations

Account #	Account Description	17/18 Approved Budget	18/19 Proposed Budget	Notes for 18/19
613808	Salaries- Prof Staff	\$183,280	\$53,000.00	17-18 included 3 positions, 18-19 positions listed separate
613808	Benefits - Prof Staff	\$90,702	\$21,200.00	17-18 included 3 positions, 18-19 positions listed separate
613808	Cost of living adjustments (3%)		\$13,144.00	COLA for 17/18 was included with salaries. This year it includes adjustments for seven positions
601201	Salary- Executive Director	\$76,902	\$110,000.00	
613808	Benefits: Executive Director	\$31,094	\$44,000.00	
	AVP Position Contribution	\$0	\$60,000.00	
	Corp Education Benefits	\$9,600	\$6,400.00	Educational reimbursement benefit (2 staff)
613808	Salaries -Student Assistant	\$19,331	\$18,000.00	Front desk = 1 Lead (\$13), 2 at (\$11 fall) (\$12 spring)
613808	Benefits -Student Assistant (4%)	\$773	\$720.00	
613816	Corp Admin charge 8%	\$12,148	\$14,736.00	
660858	Professional Development	\$9,000	\$7,350.00	\$825 per staff, \$1200 per semester for staff training
606001	Travel	\$7,500	\$8,000.00	CSUnity (2), CHESS (2), AOA (3), ASUREC (2), SD Advisors (2)
660842	Student Activities	\$500	\$700.00	Front Desk Students Training
660835	Office Equipment and Computers	\$600	\$600.00	2 staff computers
604001	Telecommunications/Phones	\$6,000	\$6,000.00	
613810	Auditing Expenses	\$20,000	\$20,000.00	Contracted with Aldrich (Outside Auditing Firm)
660001	Postage/Mail	\$500	\$500.00	
660003	Office Supplies	\$11,500	\$11,500.00	
660010	Insurance/CSURMA	\$10,668	\$9,095.00	
660805	Membership Dues	\$2,000	\$2,500.00	AOA, NACA, ASGA
660822	Office Moves/relocation/setup	\$3,000	\$3,000.00	
	Legal	\$0	\$5,000.00	added 5k from Sustainability
660851	Bank Charges	\$0	\$5,000.00	
	TOTAL	\$495,098	\$420,445.00	

2018 - 2019 ASI Budget - General Programming

Dept ID		2110 - General Student Programming		
Account #	Account Description	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries: Prof Staff	\$ 10,000	\$ 35,360	Full time staff position for student org accounts/office coordinator
613808	Benefits: Prof staff	\$ 1,200	\$ 14,144	
613808	Salaries-Student Assistant	\$ 6,000	\$ -	
613808	Benefits - SA 4%	\$ 240	\$ -	
613816	Corp Admin charge 8%	\$ 1,395	\$ 3,960	
660842	Student Activities		\$ 10,000	
11001	ASI Retreats	\$ 9,000	\$ 7,500	
	Community Centers Training		\$ 1,500	
11002	LEAD	\$ 2,000	\$ 1,500	
11003	Social Justice Summit	\$ 2,206	\$ 2,000	
11004	24/5 Library	\$ 150,000	\$ 150,000	
11006	Cougar Pride	\$ 13,251	\$ -	Moved to Media and Marketing
11007	Sustainability	\$ 20,000	\$ 15,000	Moved \$5K to Legal under operations
11005	Large Scale Events	\$ 125,000	\$ 100,000	Festival 78 productions, artists, security, and promotions
660835	Office Equip/computers	\$ 1,300	\$ 1,300	
	TOTAL	\$ 341,592	\$ 342,264	

2018 - 2019 ASI Budget - Media Marketing

Dept ID 2108 - Media & Marketing

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries - Prof Staff	\$ 44,932	\$ 50,000	
613808	Benefits -Pro Staff	\$ 17,973	\$ 20,000	
613808	Salaries-Student Assistants	\$ 34,856	\$ 37,352	
	Benefits SA 4%	\$ 1,394	\$ 1,494	
	Corp Admin charge 8%	\$ 7,932	\$ 8,708	
660842	Student Activities	\$ 23,000	\$ 6,484	
	Cougar Pride Swag	\$ -	\$ 10,000	External promotional items, giveaways (moved from gen. prog). Internal Production Team delegated oversight of Cougar Pride swag budget
	ASI Branded Supplies	\$ -	\$ 9,000	All ASI t-shirts, business cards, name tags
660835	Office Equip/computers	\$ 1,800	\$ 2,100	7 computers including 1 staff
	TOTAL	\$ 131,887	\$ 145,138	

2018 - 2019 ASI Budget - Campus Activities Board

Dept ID 2107 - Campus Activity Board (CAB)

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries- Prof Staff	\$ 46,350	\$ 52,008	
613808	Benefits- Pro Staff	\$ 18,540	\$ 20,803	
613808	Salary -Grad Assistant	\$ -	\$ 12,980	Minimum wage increase and comparable with other Graduate Assistantships
613808	Benefits -GA 12%	\$ -	\$ 1,558	
613808	Salaries-Student Assistants	\$ 52,493	\$ 50,080	increased due to minimum wage and one student with additional experience
613808	Benefits- SA 4%	\$ 2,100	\$ 2,003	
613816	Corp Admin charge 8%	\$ 9,559	\$ 11,155	
660842	Student Activities			
10701	Novelty and Variety	\$ 20,000	\$ 20,000	
10702	Administration	\$ 6,000	\$ 8,000	NACA student travel
10703	The Ball	\$ 15,000	\$ 10,000	
10704	Community Service	\$ 9,000	\$ 7,000	Identify efficiencies - No Arts & Lectures
10705	On The Road	\$ 10,000	\$ 10,000	
10706	Tukwut Leadership Awards (TLAN)	\$ 7,000	\$ 5,000	
10707	Cougar Pride & Traditions	\$ 21,000	\$ 21,000	
10711	Alternative Spring Break (ASB)	\$ 15,500	\$ 15,500	
10713	Marketing	\$ 4,500	\$ 4,500	
660835	Office Equip/computers	\$ 1,500	\$ 1,800	6 computers including 1 staff
	TOTAL	\$ 238,542	\$ 253,387	

Graduate Assistant	Rate	Weeks	Hours	Total
summer	\$14.00	12	10	\$1,680.00
fall	\$14.00	20	20	\$5,600.00
spring	\$14.25	20	20	\$5,700.00
Total				\$12,980.00

Specialist - Returning	Rate	Weeks	Hours	Total
summer	\$12.00	12	10	\$1,440.00
fall	\$12.25	19	20	\$4,655.00
spring	\$12.25	19	20	\$4,655.00
Total				\$10,750.00

Specialist - First Year	Rate	Weeks	Hours	Total
summer	\$0.00	0	0	\$0.00
fall	\$11.00	19	15	\$3,135.00
spring	\$12.00	19	15	\$3,420.00
Total				\$6,555.00

Total for 6 specialists \$39,330.00

GA total	\$12,980.00
Specialist - Returning Total	\$10,750.00
6 Specialists - first year	\$39,330.00
Total student/ga wages	\$63,060.00

2018 - 2019 ASI Budget - Pride Center

Dept ID 2104 - Pride Center

Account #	Account Descriptions	17/18 Budget	18/19 projected	Notes for 18/19
613808	Salaries: Prof Staff	\$ 65,137	\$ 67,053	
613808	Benefits -Pro Staff	\$ 26,055	\$ 26,821	
613808	Salary - GA	\$ -	11,500	\$14.25x 20hr/week x 20 weeks (Fall) \$14.50 x 20hr/week X 20 weeks (spring)
613808	Benefits - GA 12%	\$ -	1,380	
613808	Salaries-Student Assistants	\$ 41,154	37,044	3 peer educators \$11 x 12/hr week x 18 weeks (fall) 3 peer educators \$12 x 12/hr week x 18 weeks (spring) 2 senior peer educators \$11.50 x 15/hr week x 18 weeks (fall) 2 senior peer educators \$12.50 x 15/hr week x 18 weeks (fall) 1 peer coord. \$12.50 x 20/hr week x 18 weeks (fall) 1 peer coord. \$13 x 20/hr week x 18 weeks
613808	Benefits SA 4%	\$ 1,646	1,482	
613816	Corp Admin charge 8%	\$ 10,719	\$ 11,622	
660842	Student Activities	\$ 26,000	\$ 26,000	
660858	Professional Development		\$ 825	Travel for professional development
660835	Office Equip/computers	\$ 2,700	\$ 2,700	
660835	Office Equip/copiers	\$ 3,249	\$ 3,249	
606001	Travel	\$ -	\$ -	
	TOTAL	\$ 176,661	\$ 189,676	

2018 - 2019 ASI Budget - Gender Equity Center

Dept ID 2116 - Gender Equity Center (GEC)

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries - Prof Staff	\$ 47,277	\$ 52,008	
613808	Benefits - Pro Staff	\$ 18,911	\$ 20,803	
613808	Salary -Grad Assistant	\$ -	\$ 11,500	\$14.25x 20hr/week x 20 weeks (Fall) \$14.50 x 20hr/week X 20 weeks (spring)
613808	Benefits GA 12%	\$ -	\$ 1,380	
613808	Salaries-Student Assistants	\$ 41,154	\$ 37,044	3 peer educators \$11 x 12/hr week x 18 weeks (fall) 3 peer educators \$12 x 12/hr week x 18 weeks (spring) 2 senior peer educators \$11.50 x 15/hr week x 18 weeks (fall) 2 senior peer educators \$12.50 x 15/hr week x 18 weeks (fall) 1 peer coord. \$12.50 x 20/hr week x 18 weeks (fall) 1 peer coord. \$13 x 20/hr week x 18 weeks
613808	Benefits SA 4%	\$ 1,646	\$ 1,482	
613816	Corp Admin charge 8%	\$ 8,719	\$ 9,937	
660858	Professional Development	\$ -	\$ 825	Travel for professional development
660842	Student Activities	\$ 26,000	\$ 26,000	
660835	Office Equip/computers	\$ 1,800	\$ 1,800	
660835	Office Equip/copiers	\$ 3,249	\$ 3,249	
	TOTAL	\$ 148,756	\$ 166,028	

2018 - 2019 ASI Budget - Cougar Pantry

Dept ID 2125 - Cougar Pantry				
Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
				3 student assistants Fall: \$11*15hrs*22wk \$11.50*20hrs*22wk \$12*20*hrs*22wks Spring: \$ 12*15hrs*22wk \$12.50*20hrs*22wk \$13*20hrs*22wks
613808	Salaries-Student Assistants	\$ 13,205	\$ 29,150	
613808	Benefits SA 4%	\$ 528	\$ 1,166	
613816	Corp Admin charge 8%	\$ 1,099	\$ 2,425	
660842	Student Activities	\$ 65,000		
	Food	\$ -	\$ 20,000	
	Operations	\$ -	\$ 2,000	
	Programming	\$ -	\$ 6,168	
660835	Office Equip/computers	\$ 300	\$ 900	3 computers
606001	Travel	\$ -	\$ 5,000	visits to other food pantries, basic needs conference
	TOTAL	\$ 80,132	\$ 66,809	
	Chancellor's Office SB85 Grant	\$ -	\$ 40,000	one-time funding for 18-19
	GRAND TOTAL	\$ 80,132.00	\$ 106,809	

2018 - 2019 ASI Budget - Board of Directors

Expenses 2102 - Board of Directors

Account #	Account Descriptions	17/18 Approved Budget	18/19 Proposed Budget	Notes for 18/19
613808	Salaries- Prof Staff	\$ 45,992	\$ 54,000	
613808	Benefits-Pro Staff	\$ 18,397	\$ 21,600	
613816	Corp Admin charge 8%	\$ 5,151	\$ 6,048	
606001	Travel	\$ 8,500	\$ 8,500	
660842	Student Activities	\$ 36,000	\$ 22,000	
10216	Veteran's Rep	\$ -	\$ 2,000	
10217	Sustainability Rep	\$ -	\$ 2,000	
10218	Diversity & Inclusion Rep	\$ -	\$ 2,000	
10220	CSM Rep	\$ -	\$ 2,000	
10221	COBA Rep	\$ -	\$ 2,000	
10222	COEHHS Rep	\$ -	\$ 2,000	
10223	CHABBS Rep	\$ -	\$ 2,000	
	Elections	\$ -	\$ 1,000	Moved from VPSUA Student Activities
660835	Office Equip/computers	\$ 1,500	\$ 1,500	
	TOTAL	\$ 115,540	\$ 128,648	

2018 - 2019 ASI Budget - ASI President

Dept ID 2103 - ASI President

Account #	Account Descriptions	17/18 Approved Budget	18/19 Proposed Budget	Notes for 18/19
613808	Salaries-SA	\$ 15,000	\$ 15,500	\$15*20hrs*25weeks (Fall), \$16*20hrs*25weeks (Spring)
613808	Benefits - SA 4%	\$ 600	\$ 620	
613808	Corp Admin charge 8%	\$ 1,248	\$ 1,290	
606001	Travel	\$ 4,000	\$ 6,500	Increase for separate hotel room for travel
660842	Student Activities	\$ 1,500	\$ 1,000	
660835	Office Equip/computers	\$ 300	\$ 300	
	TOTAL	\$ 22,648	\$ 25,210	

2018 - 2019 ASI Budget - Executive Vice President

Dept ID 2111- Executive Vice President

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$14*20hrs*25weeks (fall) \$15*20hrs*25weeks (spring)
613808	Benefits SA 4%	\$ 560	\$ 580	
613816	Corp Admin charge 8%	\$ 1,165	\$ 1,206	
606001	Travel	\$ 1,000	\$ 1,000	
660842	Student Activities			
11103	Student Emergency Fund (SEF)	\$ 12,000	\$ 12,000	
11104	ASI Leadership Fund (ALF)	\$ 39,500	\$ 35,000	
660835	Office Equip/computers	\$ 300	\$ 300	
	TOTAL	\$ 68,525	\$ 64,586	

2018 - 2019 ASI Budget - Vice President of Student and University Affairs

Dept ID **2118 - ASI Vice President of Student and University Affairs (VPSUA)**

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$14*20hrs*25weeks (fall) \$15*20hrs*25weeks (spring)
613808	Benefits SA 4%	\$ 560	\$ 580	
613816	Corp Admin charge 8%	\$ 1,165	\$ 1,206	
606001	Travel	\$ 7,150	\$ 7,150	
660842	Student Activities	\$ 4,500	\$ 2,000	\$1000 moved to general BOD elections
	Lobby Corp		\$ 1,500	
660835	Office Equip/computers	\$ 300	\$ 300	
	TOTAL	\$ 27,675	\$ 27,236	

2018 - 2019 ASI Budget - Chief Chair of Staff

Dept ID 2124 - ASI Chief and Chair of Staff

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes for 18/19
613808	Salaries-Student Assistants	\$ 13,000	\$ 14,500	\$14*20hrs*25weeks (fall) \$15*20hrs*25weeks (spring)
613808	Benefits SA 4%	\$ 520	\$ 580	
613816	Corp Admin charge 8%	\$ 1,082	\$ 1,206	
606001	Travel	\$ 1,000	\$ 1,000	
660842	Student Activities	\$ 1,500	\$ 1,500	
660835	Office Equip/computers	\$ 300	\$ 300	
	TOTAL	\$ 17,402	\$ 19,086	

2018 - 2019 ASI Budget - University Cost Recovery

Dept ID **2121 - University Cost Recovery**

Account #	Account Descriptions	17/18 Budget	18/19 Proposed	Notes
613814	University Indirect Cost Recovery	\$ 52,914	\$ 66,423	ICR original amt (\$122,000) reduced to \$66,423
613814	Business & Financial Services MOU	\$ 87,085	\$ 88,827	
613814	Public Records Request	\$ 5,000	\$ 5,000	
	TOTAL	\$ 144,999	\$ 160,250	

Associated Students, Inc.
California State University San Marcos
Fiscal Year 2018 – 2019
Proposed Budget

Introduction

The Associated Students, Inc. (ASI) is a 501(C)(3) non-profit corporation and operates as a student-run auxiliary of California State University San Marcos (CSUSM). ASI's mission is concise yet impactful: To serve, engage and empower students. ASI is the official voice to express student opinions, foster awareness of student issues, and protect the rights and interests of students.

ASI is comprised of four primary functions: the ASI Board of Directors, the Campus Activities Board, the Gender Equity Center, and the LGBTQA Pride Center. A dedicated team of student employees and professional staff support these functions by providing programmatic, leadership, student development, and operational efforts.

As a primary entity of campus life and student advocacy, ASI affords students a variety of ways to serve their communities, engage in the diverse life of the University, and empower themselves as a student leaders who leave their legacies at Cal State San Marcos. Students involved in ASI serve CSUSM students by engaging in lobbying for student concerns at local and state levels, planning and delivering social, educational, recreational, and cultural programming, participating in student leadership retreats, and advocating for social justice throughout our communities.

Budget Process

Each spring, ASI Executive Officers and professional staff submit programmatic and operational needs and budget information for the subsequent fiscal year based on an analysis of prior year expenses, current programs and operations, proposed new initiatives, anticipated growth and inflation. Additionally, they examine the impact of operational and staff changes. This information is compiled and reviewed by the ASI Professional Staff in consultation with the ASI Executive Vice President for review by the ASI Executive Director. The proposed budget package is presented to the ASI Internal Operations Committee for review and recommendation to the ASI Board of Directors. Upon approval by the ASI Board of Directors, the proposed ASI Budget is submitted by the ASI Executive Director to the CSUSM Vice President of Finance and Administrative Services for presentation and approval by the CSUSM President.

Budget Overview

Projected Revenue

Projected revenue is calculated by multiplying the "Student Body Fee" paid by all regularly enrolled and special session CSUSM students by the projected CSUSM headcount per semester. The Student Body Fee is \$75.00 per semester assessed to every enrolled student. The projected CSUSM headcount number is an estimation of the actual number of individual students enrolled in a given semester.

During the spring semester, the CSUSM Budget Office distributes the projected headcount for the subsequent fiscal year to all campus departments and auxiliaries. For fiscal year 2018 - 2019, the projected headcount will be kept at the same number as the prior year. Fall 2018 headcount is projected at 13,971 students and for Spring 2019 is 12,819 students.

Associated Students, Inc.
California State University San Marcos
Fiscal Year 2018 – 2019
Proposed Budget

The projected revenue for fiscal year 2018-2019 is \$2,009,250. This represents the same projected revenue amount from projected revenue in FY 2017-2018, primarily the result of enrollment staying flat and no changes to the student body fee.

Projected Expenses

ASI's guiding budget principles, which were established during the 2014-2015 budget cycle, were utilized to prioritize expenses for FY 2018-2019. The three guiding principles are:

(1) Increase funding to student activities. The student activities funding includes the following:

- Funding all initiatives identified during the ASI fee referendum process with a change to the Cougar pantry funding due to the one-time Chancellor's Office grant SB85 totaling \$40K:

Initiative	Projected Budget
24-hour Library access (5 days per week)	\$150,000
ASI Cougar Pantry	\$66,809
Student generated sustainability projects	\$15,000
Large-scale campus programs	\$100,000
Cougar Pride promotional items	\$13,251
ASI Leadership Funding (ALF)	\$39,500

(2) Maximize opportunities for student employment in ASI.

- Developed a student employee salary schedule to address the minimum wage increases for 2018-2019 and included a performance-based schedule increases to existing student positions.
- Expanded the Graduate Assistant Program for the Gender Equity Center and LGBTQA Pride Center.

(3) Minimize increases to operational expenses, as noted below:

- Professional staff salaries and benefits decreased by 1.4% related to changes in staffing and processes in administration of student organization account services. Funding for potential reclassification and equity adjustments of key staff positions is provided for, to be determined based on organizational review of ASI.
- Increases in the following operational costs: Indirect cost recovery paid to the University (10% increase); administrative fees paid to our Human Resources Services provider, CSUSM Corporation (19% increase); auditing and tax preparation services (2.5% increase), memberships in professional organizations and insurance (6% increase).
- Cost of professional development and travel includes a projected increase of 17%, secondary to staff participation in required conferences and trainings of Auxiliary Organization Association (AOA) and California State Student Association (CSSA).
- Office equipment and setup increased by 12.3% due to the need for additional computers for staff and student use. Office supplies and printing increased 45% due to rising costs of toner/printer

Associated Students, Inc.
California State University San Marcos
Fiscal Year 2018 – 2019
Proposed Budget

cartridges, both of which support free student printing in the ASI Community Centers. Additionally, office supplies and printing were significantly underfunded in the prior year's budget.

Reserves (Net Assets)

The ASI Reserve policy states that prior year balance is to be allocated to the following categories, based on target funding levels for each category: Working Capital and Current Operations, Capital Equipment Replacement and Acquisition, and Planned Future Growth

Per the FY 2016 audited financial statement, ASI began FY 2016-17 with net assets (prior year balance) of \$528,898. These funds are maintained in ASI Corporate Reserves.

During the FY 2016-17 budget allocation process, the Board of Directors approved withdrawal of \$60,600 from reserves to balance ASI's operating budget. As a result of the mid-year budget review process, it is estimated that no more than \$30,000 will need to be withdrawn from reserves to balance the FY 2016-17 operating budget. The projected reserve balance as of July 1, 2017 is estimated to be \$498,898. Anticipated expenditures from reserves during FY 2017-18 include purchases of computers as well as construction/renovation totaling \$174,000. This figure includes \$90,000 for renovations required for the 24-hour library access initiative, which will be repaid to ASI reserves from the operating budget at \$18,000 per year over a five-year period.

ASI will be revisiting its budget process as well as its reserve policies during FY 2018-2019 to reflect the expanded initiatives and agreements it is entering into and to ensure ongoing transparency in use of funds.

ACCOUNT	Description	OPERATIONS										STUDENT SERVICES										TOTAL						
		2101		2110		2108		2116		2104		2107		2102		2103		2111		2118			2124		2125		2126	
		University Cost Recovery	Operations	General Student Programs	2110 Class Codes	Media and Marketing	2108 class codes	Gender Equity Center	LGBTQ Pride Center	Campus Activities Board	2107 Class Codes	BOD	2102 Class Codes	President	Executive Vice President	2111 Class Codes	VP Student & Univ Affairs	2118 Class Codes	Chair & Chief of Staff	Food Pantry	2125 Class Codes		Festival 78	2126 Class Codes				
613808	Salaries: Prof Staff (without ED)		53,000	35,360		50,000		52,008	67,053	52,008				54,000														363,429
POSTAGE/M	Salary: Executive Director (50%)		110,000																								110,000	
	Benefits: Executive Dir (50%)		44,000																								44,000	
613808	General Salary Increase (3%)		13,144																									
613808	Pro Staff Benefits (without ED)		21,200	14,144		20,000		20,803	26,821	20,803				21,600													145,371	
613808	AVP Position Contribution		60,000																									
	Salary - Grad Assistant							11,500	11,500	12,980																		
613808	UARSC benefits: Temp Staff 12%							1,380	1,380	1,558																	4,318	
613808	UARSC education benefit		6,400																								6,400	
613808	Salaries-Student Assistants		18,000			37,352		37,044	37,044	50,080					15,500	14,500		14,500	29,150								267,670	
613808	UARSC benefit SA 4%		720			1,494		1,482	1,482	2,003					620	580		580	1,166								10,707	
613816	UARSC Admin charge 8%		14,736	3,960		8,708		9,937	11,622	11,155				6,048	1,290	1,206		1,206	1,206	2,425							73,500	
660858	Professional Development		7,350					825	825																		9,000	
606001	Travel		8,000											8,500		6,500	1,000		7,150		1,000	5000					37,150	
660842	Student Activities		700	10,000		6,484		26,000	26,000					22,000		1,000		2,000		1,500							95,684	
660842	Student Activities			7,500	11001	10,000	10801			20,000	10701	2,000	10216		12,000	11103	1,500	11801		20,000	12502	2,000	12601					
660842	Student Activities			1,500	11001	9,000	10802			8,000	10702	2,000	10217		35,000	11104				2,000	12501	7,000	12602					
660842	Student Activities			1,500	11002					10,000	10703	2,000	10218							6,168	12503	3,000	12603					
660842	Student Activities			2,000	11003					7,000	10704	2,000	10220									46,000	12604					
660842	Student Activities			150,000	11004					10,000	10705	2,000	10221									50,000	12605					
660842	Student Activities			15,000	11007					5,000	10706	2,000	10222									5,000	12606					
660842	Student Activities									21,000	10707	2,000	10223									2,000	12607					
660842	Student Activities									15,500	10711	1,000	10224															
660842	Student Activities									4,500	10713																	
660835	Office Equip/computers		600	1,300		2,100		1,800	2,700	1,800				1,500			300	300		300		300	900				13,900	
660835	Office Equip/copiers							3,249	3,249																		6,498	
604001	Telecommunications/Phones		6,000																								6,000	
613810	Auditing Expense		20,000																								20,000	
613814	Accounting,including ICR&SB8	160,250																									160,250	
660001	Postage/Mail		500																								500	
660003	Office Supplies		11,500																								11,500	
660010	Insurance-CSURMA		9,095																								9,095	
660041	Utilities/Custodial																										0	
660851	Bank Charges		5,000																									
	Legal		5,000																									
660805	Membership Dues AOA/NACA		2,500																								2,500	
660822	Office Moves/relocation/setup		3,000																								3,000	
REQUESTED EXPENSES		160,250	420,445	242,264		145,138		166,028	189,676	253,387			128,648		25,210	64,586		27,236		19,086	66,809			100,000			2,008,764	

Projected Revenue 2,009,250
 Projected Expenses 2,008,764
 486