



Internal Operations Committee
 2019-2020

Internal Operations Committee Minutes 20-01
September 13, 2019
ASI Conference Room, USU 3700

Members

Mariana Rosales
Executive Vice President
Chair

Kenny Tran
President and CEO
Vice Chair

Keith Lin
Board of Directors Representative

Gabby Garcia
Board of Directors Representative

Inique Wilson
Board of Directors Representative

Vacant
Board of Directors Representative

Ruben Martinez
CSUSM Student At Large

Allyson Bihag
CSUSM Student At Large

Vacant
CSUSM Student At Large

Vacant
CSUSM Student At Large

Advisors

Annie Macias
ASI Executive Director

Sara Veth
ASI Business Services Specialist

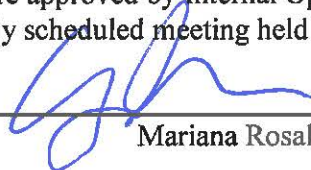
Jon Epes
*Senior Accountant, Financial Reporting
 & Compliance, Fiscal Services*

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:30pm	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
02	Roll Call Present: Mariana Rosales, Kenny Tran, Keith Lin, Gabby Garcia, Inique Wilson, Allyson Bihag, Ruben Martinez, Annie Macias, Sara Veth, Jon Epes	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
03	Recognition of Guests Jaelyn Freeman, Alexandria Hernandez, Jake Northington, Faith Garcia, Nayeli Gonzalez, Ashley Fennell	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
04 Action	Approval of Agenda Mariana proposed to change the vacant position to Allyson Bihag Kenny moves to approve with amended change Keith -2 nd None opposed, abstained Motion carries.	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
05 Action	Approval of Minutes Keith motions to approve minutes Inique -2 nd None opposed, abstained Motion carries.	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
06 Information	Open Forum Mariana: This is an opportunity for public to speak concerns. Time limited to 15 minutes. Faith Garcia: Expressed concerns and laid out violations of ASI bylaws and other laws. Cited 6.1.2 within ASI bylaws. Highlighted the importance of ASI being beneficial to all students. Highlighted the importance of IO to adhere to the bylaws. Faith mentioned the 17,000 students who are required to pay ASI fees while one BOD member is not fulfilling their duties. Urged IO to take the coming vote seriously and consider it as a governmental decision. Thanked to IO for their time and the opportunity to speak.	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>
07 Information	Overview of Internal Operations Description: Review with the committee members purview of the Internal Operations Committee. Fiscal Impact: No Mariana: reviewed Internal Operations (IO) committee sections for duties and responsibilities in ASI Bylaws. Clarified that the first four sections talk about budget. Approved budgets that are sent to CSUSM president. Any fiscal change above 5% goes to IO for recommendation. Budget is 2 million for FY19-20 meaning a change of \$100,000 would go to IO. Mariana emphasized anything brought to IO will not be the end of the discussion but instead result in a recommendation to the ASI Board of Directors. Resolutions may go through IO before going to Student Advocacy Committee. IO discusses anything that can have fiscal Impact. Cited ASI bylaw 1.2.7.	Mariana Rosales <i>Executive Vice President</i> <i>Chair</i>

<p>08 Information</p>	<p>Overview of ASI Budget Description: Present current ASI budget summary. Fiscal Impact: No See attached for budget files reviewed Reviewed budget summary. Four colors represent different years. Blue is current fiscal year. The revenue is money coming to us. Every student pays a \$75 fee. Some are not required to pay such as EL students everyone else it is not optional. Each of the lines go in depth of where the money is actually going. The reserves are required in order to be a corporation. Working capital and current operations- this money is there in case ASI were to lose everything. ASI would have something to keep ASI operating. Capital Equipment and Acquisition and Growth laid out as well. Mariana expressed that if any board member or student ever have questions about budgets there are notes on the sides on the budget and if anyone still has questions feel free to ask Mariana or Kenny. Presenter also reviewed different budget guiding principles to help make the decision ASI makes regarding money. Clarified if anyone feels there are items to review there is the ability to voice those concerns/changes.</p>	<p>Mariana Rosales <i>Executive Vice President Chair</i></p>
<p>09 Information</p>	<p>Overview of Budget Guiding Principles Description: Present current guiding principles and explain the principles taken to create the budget. Fiscal Impact: No Presenter reviewed budget and the principles used to create the ASI Budget. Presenter discussed the purpose of the guiding principles. Committee discussion focused on creation of principles and any possible changes that can be made.</p>	<p>Mariana Rosales <i>Executive Vice President Chair</i></p>
<p>10 Information</p>	<p>Removal of Michelle Tran Description: Due to Article 10, Section 6 of the ASI Bylaws, IO must consider the membership of Michelle Tran being unable to fulfill job requirements. Fiscal Impact: No Kenny Tran reviewed Bylaws and removal process as well as why Michelle is up for removal. Michelle Tran emphasized the desire to remain as objective as possible. Clarified their election to be on the board for the second year March 28, 2019 as VP SUA. Served as various positions within various committees for CSU system as well as CSUSM prior to and in addition to being part of the BOD. Explained that historically and in practice both President and VP SUA attend CSSA monthly meetings and are both representative of ASI. Mentioned that this practice extends to not just the VP SUA position but that Michelle currently sits in on Academic Senate for Kenny because Kenny cannot. Michelle emphasized the work Michelle does in ASI and the support Michelle offers students. Thanked IO and the public for their time and the opportunity to speak. Committee members wondered how VP SUA position would be filled in the event it was vacant and how long that would take. Kenny clarified the position would go through the appointment process, interviews would be held, and the board would vote. Annie: Further clarified the application process, where students can apply, the scheduled appointments with the President, and how the President would bring applicants to board for final voting decision. Mariana: Specified IO can make a motion to remove Michelle or not. Questioned if there is a motion. Keith Motioned to not remove Michelle. Inique -2nd</p>	<p>Kenny Tran <i>ASI President</i></p>

	None opposed, abstained Motion carries Mariana: Reiterates the two vacant positions within IO. Applications online.	
11 Information	Announcements None.	Mariana Rosales <i>Executive Vice President Chair</i>
12 Action	Adjournment Mariana adjourned the meeting at 2:56pm	Mariana Rosales <i>Executive Vice President Chair</i>

I, Mariana Rosales the 19/20 Executive Vice President, hereby certify that the above minutes were approved by Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on April 17, 2020


5/11/20

Mariana Rosales
Date



ASSOCIATED STUDENTS, INC (ASI)
Budget Call Timeline for Fiscal Year 2019/2020

Associated Students, Inc
of California State University San Marcos
Annual Budget
2019 - 2020

DATE	DESCRIPTION
Friday, February 8, 2019	Present the Fiscal Year 2019-2020 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 8, 2019	Budget request email will be sent out to all ASI.
February 11-22, 2019	Supervisors will meet with their department to discuss their budgets.
February 25 - March 1, 2019	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 1, 2019	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 4, 2019	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 8, 2019	Master Budget for Fiscal Year 2018-2019. All departments should have a representative in attendance to present their requested budget.
Monday, March 11, 2019	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2019	BOD reviews 19/20 ASI Master Budget.
Friday, April 19, 2019	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 26, 2019	BOD meeting reserved for budget adjustment if needed.
Friday, April 26, 2019	ASI memo, 19-20 approved budget, Budget narrative, signed BOD minutes due to President Haynes for signature.

**Associated Students, Inc.
California State University San Marcos
Budget Guiding Principles**
As of October 12, 2018

- Transparency**
The ASI budget should be timely, simple to understand, and be easily communicated to the campus community and stakeholders.
- Adaptability**
The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases.
- Operational Expenses vs Program Services**
The ASI budget allocations should review the percentages of the operational expenses and program services to ensure a sustainable ratio exists between the two categories.
- Operational Expenses are the costs of supporting the student services and programs that ASI provides; such as cost of copy machines, telephones, auditing services, bank charges, etc.
- Operational Expenses are found in the Management and general categories under the audited financial statements.
- Program Services are the costs of ASI programs and services such as Campus Activities Board, Cougar Pantry, 24/5 Library Zone, etc.
- Maximize Student Opportunities**
The ASI budget will prioritize student employment opportunities and direct funding support such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.

2019 - 2020 ASI Budget Summary

	16-17 Approved budget	16-17 Actuals Budget	17-18 Approved Budget	17-18 Actuals Budget	18-19 Approved Budget	18-19 Actuals (As of Feb. 2019)	19-20 Proposed Budget	Notes
Revenue								
Fall Headcount		Higher	13,971	Higher	13,971	Higher	13,971	
Spring Headcount		Higher	12,819	Higher	12,819	Higher	12,819	
Per Amount per semester	550	550	573	573	573	573	573	
REVENUE TOTAL	\$ 1,316,400	\$ 1,361,230	\$ 2,009,250	\$ 2,223,925	\$ 2,009,250	\$ 2,190,270	\$ 2,009,250	
Expenses								
2101 Operations	\$ 401,597	\$ 617,444	\$ 664,751	\$ 756,885	\$ 420,445	\$ 250,414	\$ 372,186	
2102 Board of Directors	\$ 106,202	\$ 138,357	\$ 274,760	\$ 123,635	\$ 128,648	\$ 63,908	\$ 156,152	
2103 ASI President	\$ 19,958	\$ 20,483	\$ 641,487	\$ 27,792	\$ 25,210	\$ 10,779	\$ 22,997	
2104 LGBTQIA Pride Center	\$ 148,679	\$ 145,201	\$ 107,996	\$ 156,732	\$ 189,676	\$ 101,524	\$ 124,741	
2107 Campus Activity Board	\$ 218,860	\$ 233,288	\$ 64,240	\$ 247,209	\$ 253,887	\$ 173,335	\$ 234,282	
2108 Media and Marketing	\$ 107,478	\$ 66,889	\$ 381,150	\$ 142,561	\$ 145,138	\$ 59,317	\$ 171,524	
2110 General Student Programs	\$ 16,300	\$ 29,414	\$ 281,98	\$ 400,103	\$ 242,764	\$ 127,127	\$ 361,475	
2111 ASI Executive Vice	\$ 53,576	\$ 46,434	\$ 12,000	\$ 45,011	\$ 64,586	\$ 20,732	\$ 66,336	
2116 Gender Equity Center	\$ 147,919	\$ 132,422	\$ 12,568	\$ 160,355	\$ 166,028	\$ 87,824	\$ 107,871	
2118 ASUP Student &	\$ 24,606	\$ 23,346	\$ 20,000	\$ 29,152	\$ 27,316	\$ 12,089	\$ 25,226	
2118 University Affairs	\$ 131,923	\$ 131,923	\$ 145,000	\$ 145,000	\$ 160,250	\$ 160,250	\$ 118,225	
2121 University Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2124 Chair & Chief of Staff	\$ -	\$ -	\$ -	\$ -	\$ 9,584	\$ 19,086	\$ 7,838	\$ 17,076
2125 Food Pantry	\$ -	\$ -	\$ -	\$ -	\$ 66,809	\$ 33,596	\$ 132,101	
2126 Festival 78	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 4,810.00	\$ 100,000	
CsUnity	\$ 1,376,998	\$ 1,115,884	\$ 2,009,250	\$ 2,275,997	\$ 2,008,764	\$ 3,113,562	\$ 2,009,181	
EXPENSES TOTAL	\$ 1,376,998	\$ 1,115,884	\$ 2,009,250	\$ 2,275,997	\$ 2,008,764	\$ 3,113,562	\$ 2,009,181	
GRAND TOTAL	\$ (60,598)	\$ (214,749)	\$ -	\$ (62,472.00)	\$ 485.84	\$ -	\$ 88.84	

Reserves	Working Capital & current Operations	Capital Equipment & Acquisition	Planned Future Growth	RESERVES TOTAL	Notes
	\$ 17,718 actuals	\$ 328,798.16	\$ 60,000.00	\$ 140,100.00	
				\$ 528,898.16	
					2122 computer refresh
					2122 30 year celebration, 2223 expansion of the pantry to Wellness and Rec building

Dept ID 2101 - Operations

Account #	Class Code	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16803	Salaries-Prof Staff- Business	\$ 183,280	\$ 53,000	\$ 62,000	
613808	16803	Service Specialist	\$ 90,702	\$ 24,200	\$ 24,800	
		Benefits - Prof Staff- Business				GSI up to 3% and/or COLA for six professional staff per annual performance evaluation
613808	16804	General Salary Increase adjustments (GSI)	\$ -	\$ 13,144	\$ 17,700	
601201	16803	Salary- Executive Director	\$ 76,902	\$ 110,000	\$ 116,000	
613808	16803	Benefits: Executive Director	\$ 31,094	\$ 44,000	\$ 46,400	
		AVP Position Contribution	\$ -	\$ 60,000	\$ -	
613808		Corp Education Benefits	\$ 9,600	\$ 6,400	\$ 6,400	Educational reimbursement benefit (1 professional staff)
613808	16804	Salaries-Student/Assistant	\$ 19,331	\$ 18,000	\$ -	For 19/20 moved to general student programs
613808	16804	Benefits-Student Assistant (4%)	\$ 773	\$ 720	\$ -	Moved to general student programs
613816		Corp Admin charge 8%	\$ 42,148	\$ 14,736	\$ 19,936	
660858		Professional Development	\$ 9,000	\$ 7,350	\$ 7,350	\$825 per staff, \$1200 per semester for staff training
606001		Systemwide Travel	\$ 7,500	\$ 8,000	\$ 8,000	CSUnity (2), CHESS (2), AOA (3), ASUREC (2), SD Advisors (2)
660842		Student Activities	\$ 500	\$ 700		Moved to general student programs
660835		Office Equipment and Computers	\$ 600	\$ 600	\$ 600	2 Computers: ED & Business
604001		Telecommunications/Phones	\$ 6,000	\$ 6,000	\$ 6,000	Service Specialist
613810		Auditing Expenses	\$ 20,000	\$ 20,000	\$ 20,000	Contracted with Aldrich (Outside Auditing Firm)
660001		Postage/Mail	\$ 500	\$ 500	\$ 500	
660003		Office Supplies	\$ 11,500	\$ 11,500	\$ 10,000	Toner, paper, water, copier, general office supplies for offices, kitchen
660010		Insurance/CSURMA	\$ 10,668	\$ 9,095	\$ 9,000	
660805		Membership Dues	\$ 2,000	\$ 2,500	\$ 2,500	AOA, NACA
660822		Office Moves/relocation/setup	\$ 3,000	\$ 3,000	\$ 7,000	BOD desk chairs, address suite configurations for ADA
660851		Legal	\$ -	\$ 5,000	\$ 5,000	Compliance, lighting above Chief of Staff area
		Bank Charges	\$ -	\$ 5,000	\$ 3,000	
		TOTAL	\$ 495,098	\$ 420,445	\$ 372,186	Student Affairs Contribution

Dept 2102 - Board of Directors

Account #	Dept ID	Class Code	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	2102	16803	Salaries- Prof Staff	\$ 45,992	\$ 54,000	\$ 57,000	
613816	2102	16803	Benefits--Pro Staff	\$ 18,397	\$ 21,600	\$ 22,800	
606001	2102	16803	Corp Admin charge 8%	\$ 5,151	\$ 6,048	\$ 6,384	
660842	2102		Travel	\$ 8,500	\$ 8,500	\$ 8,500	
			Student Activities	\$ 36,000	\$ 22,000	\$ 40,668	
660842	2102	10216	Veteran's Rep	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10217	Sustainability Rep	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10218	Diversity & Inclusion Reps	\$ -	\$ 2,000	\$ 5,000	
660842	2102	10220	CSM Reps	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10221	COBA Reps	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10222	COEHHS Reps	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10223	CHABBS Reps	\$ -	\$ 2,000	\$ 2,000	
660842	2102	10224	ASI General Elections	\$ -	\$ 1,000	\$ 1,000	
660835	2102		Office Equip/computers	\$ 1,500	\$ 1,500	\$ 1,800	6 computers: BOD students
			TOTAL	\$ 115,540	\$ 128,648	\$ 155,152	

Parking Passes for all 18 positions	\$338	\$ 676	\$ 12,168
Scholarships for 14 BOD officers (Not Execs positions)	\$500	\$1,000	\$ 14,000
Hosting CSSA in September 2019			\$ 7,000
BOD Training for Fall and Spring			\$ 3,500
BOD wide events and support for existing initiatives			\$ 4,000
Total		\$ 40,668	

DeptID 2103 - ASI President

Account #	Class Code	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-SA	\$ 15,000	\$ 15,500	\$ 13,530	
613808	16804	Benefits - SA 4%	\$ 600	\$ 620	\$ 541.20	
613808		Corp Admin charge 8%	\$ 1,248	\$ 1,290	\$ 1,126	
606001		Travel	\$ 4,000	\$ 6,500	\$ 6,500	
660842		Student Activities	\$ 1,500	\$ 1,000	\$ 1,000	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 300	1 computer: student
		TOTAL	\$ 22,648	\$ 25,210	\$ 22,997	

President	Rate	Weeks	Hours	Total
summer (June -Aug)	\$16.50	12	10	\$1,980.00
Fall	\$16.50	17	20	\$5,610.00
Spring	\$16.50	18	20	\$5,940.00
			Total	\$13,530.00

Dept ID 2107 - Campus Activity Board (CAB)

Account #	Class Codes	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16803	Salaries- Prof Staff	\$ 46,350	\$ 52,008	\$ 52,443	
613808	16803	Benefits- Prof Staff	\$ 18,540	\$ 20,803	\$ 20,977	
613808	16803	Salary-Grad Assistant	\$ -	\$ 12,980	\$ -	Position not filled.
613808	16803	Benefits-SA 12%	\$ -	\$ 1,558	\$ -	
613808	16804	Salaries-Student Assistants	\$ 52,493	\$ 50,080	\$ 50,425	Outreach specialist line moved to MCT (\$8,707.50)
613808	16804	Benefits- SA 4%	\$ 2,100	\$ 2,003	\$ 2,017	
613816	16803	Corp Admin charge 8%	\$ 9,559	\$ 11,155	\$ 10,069	
660842		Student Activities	\$ 20,000	\$ 20,000	\$ 8,000	Moved from Administration
	10703	Novelty and Variety	\$ 6,000	\$ 8,000	\$ 22,500	\$2,500 moved from OTR
	10704	Administration	\$ -	\$ -	\$ -	
	10703	The Ball	\$ 15,000	\$ 10,000	\$ -	Moved to Pride and Traditions
	10704	Community Service	\$ 9,000	\$ 7,000	\$ 7,000	
	10705	On The Road	\$ 10,000	\$ 10,000	\$ 7,500	Reduced to support Temecula only
	10706	TLAN	\$ 7,000	\$ 5,000	\$ 5,000	
	10707	Cougar Pride & Traditions	\$ 21,000	\$ 21,000	\$ 31,000	
	10711	Alternative Spring Break (ASB)	\$ 15,500	\$ 15,500	\$ 15,550	
	10713	Marketing	\$ 4,500	\$ 4,500	\$ -	
660835		Office Equip/computers	\$ 1,500	\$ 1,800	\$ 1,800	Moved to MCT Budget 6 computers: 5 student, 1 staff (Student Engagement Coordinator)
		TOTAL	\$ 238,542	\$ 253,387	\$ 234,282	

CAB Specialist -

Temecula	Rate	Weeks	Hours	Total
summer	\$12.00	4	10	\$480.00
Fall	\$12.00	19	15	\$3,420.00
Spring	\$13.00	19	15	\$3,705.00
			Total	\$7,605.00
			Total for 1 specialist	\$7,605.00

CAB Specialist -

Second Year with	Rate	Weeks	Hours	Total
summer	\$12.00	5	10	\$600.00
Fall	\$12.25	19	15	\$3,491.25
Spring	\$13.25	19	15	\$3,776.25
			Total	\$7,867.50
			Total for 4 specialist	\$31,470.00

CAB Specialist -

Third Year with	Rate	Weeks	Hours	Total
summer	\$12.25	12	10	\$1,470.00
Fall	\$12.50	19	20	\$4,750.00
Spring	\$13.50	19	20	\$5,130.00
			Total	\$11,350.00
			Total for 1 specialist	\$11,350.00

CAB Temecula	\$7,605.00
CAB Second Year	\$31,470.00
CAB Third Year	\$11,350.00
Total student wages	\$50,425.00

Dept ID	Class Code	Account Description	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16803	Salaries: Prof Staff	\$ 10,000	\$ 35,360	\$ 40,000	Full time Student Orgs
613808	16803	Benefits: Prof Staff	\$ 1,200	\$ 14,144	\$ 16,000	Accounts/Project/Specialist
610838	16803	Benefits: Prof Staff			\$ 66,000	Full time staff - Associate Director
613808	16804	Salaries-Student Assistant	\$ 6,000	\$ -	\$ 20,124	Front desk student salaries
613808	16804	Benefits - SA 4%	\$ 240	\$ -	\$ 804.96	
613816		Corp Admin charge 8%	\$ 1,395	\$ 3,960	\$ 13,546	
660842		Student Activities		\$ 10,000	\$ 700	Front desk training
	11001	ASI Retreats	\$ 9,000	\$ 7,500	\$ 8,500	All ASI Summer Retreat, Mid-Year Retreat
		Community Centers Training		\$ 1,500	\$ -	
	11002	LEAD	\$ 2,000	\$ 1,500	\$ 1,500	
	11003	Social Justice Summit	\$ 2,206	\$ 2,000	\$ 2,000	
	11004	24/5 Library	\$ 150,000	\$ 150,000	\$ 150,000	Agreement sunsets in 21/22
	11007	Sustainability	\$ 20,000	\$ 15,000	\$ 15,000	
	11005	Large Scale Events	\$ 125,000	\$ 100,000	\$ -	A new dept ID was created in 18/19 to better track expenses associated with Festival/8
660835		Office Equip/computers	\$ 1,300	\$ 1,300	\$ 900	3 computers; 2 staff (Associate Director and Orgs Acct/Proj Specialist) and 1 student
		TOTAL	\$ 328,341	\$ 342,264	\$ 361,475	

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	4	0	\$ -
fall	\$ 12.00	19	13	\$ 2,964.00
spring	\$ 13.00	19	13	\$ 3,211.00
		Total for 2 Specialist		\$ 6,175.00
		Total for 2 Specialist		\$ 12,350.00

Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.50	13	7	\$ 1,228.50
fall	\$ 13.50	19	13	\$ 3,334.50
spring	\$ 13.00	19	13	\$ 3,211.00
		Total for 1 Specialist		\$ 7,774.00
		Total Student Waives		\$ 20,124.00

Dept ID	Class Code	Account Descriptions	17/18 Actuals Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$ 12,710	
613808	16804	Benefits SA 4%	\$ 960	\$ 980	\$ 908	
613816		Corp Admin charge 8%	\$ 1,165	\$ 1,206	\$ 1,057	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	
660842		Student Activities				
	11103	Student Emergency Fund (SEF)	\$ 12,000	\$ 12,000	\$ 15,750	Funds for 63 students @ \$250 each
	11104	ASI Leadership Funct (ALF)	\$ 39,500	\$ 35,000	\$ 35,000	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 300	1 computer: student
		TOTAL	\$ 68,525	\$ 64,586	\$ 66,326	

Executive VP	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
fall	\$15.50	17	20	\$5,270.00
spring	\$15.50	18	20	\$5,580.00
		Total		\$12,710.00

Dept ID	2118 - ASI Vice President of Student and University Affairs (VPSUA)	17/18 Approved budget	18/19 Approved budget	19/20 Proposed Budget	Notes for 19/20
Account#	Class Account Descriptions				
613808	16804 Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$ 12,710	
613808	16804 Benefits SA 4%	\$ 560	\$ 580	\$ 508	
613816	Corp Admin charge 8%	\$ 1,165	\$ 1,206	\$ 1,057	
606001	Travel	\$ 7,150	\$ 7,150	\$ 7,150	
660842	Student Activities	\$ 4,500	\$ 2,000	\$ 2,000	
11801	Lobby Corp	\$ 1,500	\$ 1,500	\$ 1,500	
660835	Office Equip/computers	\$ 300	\$ 300	\$ 300	1 computer: student
	TOTAL	\$ 27,675	\$ 27,236	\$ 25,226	

VPSUA	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
fall	\$15.50	17	20	\$5,270.00
spring	\$15.50	18	20	\$5,580.00
			Total	\$12,710.00

Dept ID	2121 - University Cost Recovery	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
Account #	Account Descriptions				
613814	University Indirect Cost Recovery	\$ 52,914	\$ 66,423	\$ 22,186	
613814	Business & Financial Services MOU	\$ 87,085	\$ 88,827	\$ 96,039	
613814	Public Records Request	\$ 5,000	\$ 5,000	\$ -	
	TOTAL	\$ 144,999	\$ 160,250	\$ 118,225	

Dept ID 2124 - ASI Chair and Chief of Staff

Account#	Class Code	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 13,000	\$ 14,500	\$ 12,710	
613808	16804	Benefits SA 4%	\$ 520	\$ 580	\$ 508	
613816		Corp Admin charge 8%	\$ 1,082	\$ 1,206	\$ 1,057	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	
660842		Student Activities	\$ 1,500	\$ 1,500	\$ 1,500	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 300	1 computer: student
		TOTAL	\$ 17,402	\$ 19,086	\$ 17,076	

Chair and Chief of Staff

Staff	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860.00
fall	\$15.50	17	20	\$5,270.00
spring	\$15.50	18	20	\$5,580.00
Total				\$12,710.00

Dept ID 2125 - Cougar Pantry

Account#	Class Code	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
613808	16804	Salaries-Student Assistants	\$ 13,205	\$ 29,150	\$ 33,105	
613808	16804	Benefits SA 4%	\$ 528	\$ 1,166	\$ 1,324	
613808	16804	Salary - Graduate Assistant	\$ 1,099	\$ 2,425	\$ 3,867	
613816	16803	Corp Admin charge 8%	\$ 65,000	\$ -	\$ 17,000	
660842	12502	Food	\$ -	\$ 20,000	\$ 13,000	Lower cost due to resourcing food for retailers
	12501	Operations	\$ -	\$ 2,000	\$ 4,000	
	12503	Programming	\$ -	\$ 6,168	\$ 5,000	Cal Fresh Day, Hunger Awareness Week, etc. 3 computers; 1 in the Pantry, 2 in ASI suite for students
660835		Office Equip/computers	\$ 300	\$ 900	\$ 900	Visits to other food pantries, basic needs conference
606001		Travel	\$ -	\$ 5,000	\$ 5,000	Commercial van, insurance, DMV registration, 1st year maintenance, CSUSM annual parking pass and gas
		TOTAL	\$ 80,132	\$ 66,809	\$ 132,101	
660842		Chancellor's Office SB85 Grant	\$ -	\$ 40,000	\$ -	One-time grant
		Food Insecurity Fund - Giving Day		\$ (2,162)		One-time funding
		GRAND TOTAL	\$ 80,132.00	\$ 104,647	\$ 132,101	

Pantry Specialist -

First Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	4	15	\$ 720.00
fall	\$ 12.00	19	15	\$ 3,420.00
spring	\$ 13.00	19	15	\$ 3,705.00
Total for 2 specialist				\$ 15,690.00

Pantry Specialist -

Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 12.00	12	10	\$ 1,440.00
fall	\$ 12.25	19	15	\$ 3,491.25
spring	\$ 13.25	19	15	\$ 3,776.25
Total for 1 specialist				\$ 8,707.50
Total for 2 specialists				\$ 17,415.00

Graduate Student

Graduate Student	Rate	Weeks	Hours	Total
summer	\$ 14.00	12	10	\$ 1,680.00
fall	\$ 14.00	19	20	\$ 5,320.00
spring	\$ 14.25	19	20	\$ 5,415.00
Total for 1 Grad Student				\$ 12,415.00

CP First Year	\$ 15,690.00
CP Second Year	\$ 17,415.00
CP Graduate Assistant	\$ 12,415.00
Total Student Wages	\$ 33,105.00
Total GA Wages	\$ 12,415.00

Associated Students, Inc of CSUSM

Dept ID 2126 - Festival 78

Account #	Class Code	Account Descriptions	17/18 Approved Budget	18/19 Approved Budget	19/20 Proposed Budget	Notes for 19/20
660842	12601	Volunteers	\$ -	\$ 2,000	\$ 2,000	
660842	12602	Marketing	\$ -	\$ 7,000	\$ 7,000	
660842	12603	Promotions	\$ -	\$ 3,000	\$ 3,000	
660842	12604	Production	\$ -	\$ 31,000	\$ 31,000	
660842	12605	Artist/Hospitality	\$ -	\$ 50,000	\$ 50,000	
660842	12606	Activities/Entertainment	\$ -	\$ 5,000	\$ 5,000	
660842	12607	Decor	\$ -	\$ 2,000	\$ 2,000	
		TOTAL		\$ 100,000	\$ 100,000	