



**ASI Internal Operations Minutes 23-01**

Friday, September 9, 2022, at 2:30pm

ASI Conference Room, USU 3700

Posted: Tuesday, September 6, 2022

**ASI Internal Operations  
Committee 22/23**

Bryan Roberson  
Executive Vice President  
Chair

Julia Glorioso  
President  
Vice-Chair

Omar Salti  
BOD Representative

Ilianna Ramirez  
BOD Representative

Adrian Sanchez-Alvarez  
BOD Representative

Serena Farrell  
BOD Representative

Moy Valdez  
Student At Large Representative

Raebel Neary  
Student At Large Representative

Ayva Perry  
Student At Large Representative

Vacant  
Student At Large Representative

**Advisors**

Talisha St. John  
Business Operation Analyst

Annie Macias  
Executive Director

Deborah Davis  
CSUSM Auxiliary Services  
Accounting Manager

<b>ITEM</b>	<b>SUBJECT</b>	<b>PRESENTER</b>
<b>1</b>	<b>Call to Order</b> The meeting was called to order at 2:31pm	Bryan Roberson Executive Vice President Chair
<b>2</b>	<b>Roll Call</b> Present: Bryan, Julia, Omar, Ilianna, Adrian, Moy, Raebel, Talisha, Annie, Deborah Absent: Serena, Ayva	Bryan Roberson Executive Vice President Chair
<b>3</b>	<b>Recognition of Guests</b> Ernest Cisneros	Bryan Roberson Executive Vice President Chair
<b>4 Action</b>	<b>Approval of Agenda</b> Chair motioned to approve by consent vote None opposed Motion Carries	Bryan Roberson Executive Vice President Chair
<b>5 Action</b>	<b>Approval of Minutes</b> Chair motioned to approve by consent vote None opposed Motion Carries	Bryan Roberson Executive Vice President Chair
<b>6 Information</b>	<b>Open Forum*</b> None	Bryan Roberson Executive Vice President Chair
<b>7 Information</b>	<b>Overview of Internal Operations Committee</b> <b>Description:</b> Review of the Committee duties and responsibilities as determined by ASI Bylaws. <b>Fiscal Impact:</b> None Bryan reviewed Committees section in ASI Bylaws. Annie clarified BOD responsibilities. No questions from committee members.	Bryan Roberson Executive Vice President Chair  Annie Macias Executive Director
<b>8 Action</b>	<b>Review of Removal of ASI Board of Directors Member – Serena Farrell</b> <b>Description:</b> Due to ASI Bylaws, IO must consider the continued membership of any individual who missed the BOD Training or Retreat. <b>Fiscal Impact:</b> None Julia reviewed removal process as described in ASI Bylaws. She reviewed the mandatory trainings listed in ASI Bylaws. She mentioned Serena missed BOD training in May because of a personal matter. No questions from committee. Adrian motioned to keep Serena as a member of the ASI Board. Ilianna-2 <sup>nd</sup> None opposed Motion Carries	Julia Glorioso President Vice-Chair



<p><b>9 Action</b></p>	<p><b>Review of Removal of ASI Board of Directors Member – Ashley Sepulveda</b> <b>Description:</b> Due to ASI Bylaws, IO must consider the continued membership of any individual who missed the BOD Training or Retreat. = <b>Fiscal Impact:</b> None Julia reviewed that Ashley missed ASI Retreat in August because of a personal matter. Ashley mentioned she had COVID. No questions from committee. Ilianna motioned to keep Ashley as a member of the ASI Board. Adrian-2<sup>nd</sup> None opposed Motion Carries</p>	<p>Julia Glorioso President Vice-Chair</p>
<p><b>10 Action</b></p>	<p><b>Review of Removal of ASI Board of Directors Member – Faye Preston</b> <b>Description:</b> Due to ASI Bylaws, IO must consider the continued membership of any individual who missed the BOD Training or Retreat. <b>Fiscal Impact:</b> None Julia reviewed that Faye missed ASI Retreat in August because of a scheduling conflict with training for her role at SHCS. Faye reviewed her SHCS as well as conversations with supervisors. No questions from committee. Adrian motioned to keep Faye as a member of the ASI Board. Ilianna-2<sup>nd</sup> None opposed Motion Carries</p>	<p>Julia Glorioso President Vice-Chair</p>
<p><b>11 Action</b></p>	<p><b>Review of Removal of ASI Board of Directors Member – Carina Venegas</b> <b>Description:</b> Due to ASI Bylaws, IO must consider the continued membership of any individual who missed the BOD Training or Retreat. <b>Fiscal Impact:</b> None Julia reviewed that Carina missed ASI Retreat in August because of an emergency at home. Carina mentioned a housing emergency that had to be addressed with a vendor. No questions from committee. Ilianna motioned to keep Carina as a member of the ASI Board. Adrian-2<sup>nd</sup> None opposed Motion Carries</p>	<p>Julia Glorioso President Vice-Chair</p>
<p><b>12 Information</b></p>	<p><b>Overview of ASI Budget</b> <b>Description:</b> Review of current approved ASI budget summary as well as the timeline and guiding principles. <b>Fiscal Impact:</b> None See attached document reviewed Bryan reviewed summary sheet of ASI budget. Ilianna wondered if ASI has accountants. Annie clarified committee responsibilities for building budget for 22/23.</p>	<p>Bryan Roberson Executive Vice President Chair</p>



<b>13 Action</b>	<b>ASI Corporate Reserves</b> <b>Description:</b> Review proposed changes to undesignated ASI reserves. <b>Fiscal Impact:</b> No See attached for presentation. Presenter reviewed reserves as well as reserves that need to be allocated. ASI has reserves policies that need to be followed and maximum amounts met. Ilianna asked about amount for Student Emergency Fund as well as timeline for implementation for ASI Leadership Funding. Raebel also had questions about ASI Leadership Funding. Omar motioned to approve ASI Corporate Reserves Julia-2 <sup>nd</sup> None opposed Motion Carries	Bryan Roberson Executive Vice President Chair
<b>14 Action</b>	<b>Announcements</b> <b>None</b>	Bryan Roberson Executive Vice President Chair
<b>15 Adjournment</b>	<b>Adjournment</b> <b>Meeting was adjourned at 3:47pm</b>	Bryan Roberson Executive Vice President Chair

\* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Bryan Roberson, 22/23 ASI Executive Vice President and Chair of Internal Operations Committee, hereby certify that the above minutes were approved at a regularly scheduled meeting held on October 14, 2022

Bryan Roberson  
Bryan Roberson (Jan 6, 2023 20:16 PST)

01/06/2023

\_\_\_\_\_  
Bryan Roberson

\_\_\_\_\_  
Date

**Associated Students, Inc**  
of California State University San Marcos

# Annual Budget

## 2022-2023



## ASSOCIATED STUDENTS, INC. (ASI)

*Budget Call Timeline for Fiscal Year 2022/2023*

Date	Description
Friday, January 28, 2022	Budget request email will be sent out to all ASI.
January 33- Feb 4, 2022	ASI Supervisors will meet with their students from the ASI entities to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 7-11, 2022	Each department supervisor will meet with the ASI Financial Services and Student Organization Accounts Coordinator to review their proposed budget.
Friday, February 19, 2021	All budget proposals need to be submitted to the ASI Financial Services and Student Organization Accounts Coordinator.
Monday, February 28, 2022	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 11, 2022	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2022/2023. All departments should have a student representative in attendance to present their requested budget.
Friday, March 11, 2022	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 18, 2022	BOD reviews and approves 2022/2023 ASI Master Budget.
Friday, April 15, 2022	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
Friday, April 22, 2022	BOD meeting reserved for budget adjustment if needed.
Monday, April 25, 2022	ASI memo, 2022/2023 approved budget narrative, signed BOD minutes due to CSUSM VPFA for signature.
Friday, April 30, 2022	ASI memo, 2022/2023 approved budget narrative, signed BOD minutes due to CSUSM President for signature.
Monday, May 16, 2022	2022-2023 ASI Master Budget signed and posted on ASI website

**Associated Students, Inc of CSU San Marcos  
Budget Guiding Principles**

*As of October 12, 2018, reviewed October 9, 2021 by Internal Operations Committee*

**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.

2022-2023 ASI Budget Summary

		20/21 Approved Virtual	21/22 Approved	22/23 Proposed
<b>Revenue</b>				
	Fall Headcount	13,395	13395	13,395
	Spring headcount	13,395	13395	13,395
	Fee Amount per semester	\$ 75	\$ 75	\$75
	<b>REVENUE TOTAL</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>
<b>Expenses</b>				
2101	Operations	\$ 290,417	\$ 353,014	\$ 481,763
2102	Board of Directors	\$ 155,364	\$ 150,300	\$ 117,558
2103	ASI President	\$ 18,986	\$ 21,427	\$ 21,427
2107	Campus Activity Board	\$ 201,781	\$ 272,596	\$ 266,514
2108	Media and Marketing	\$ 202,005	\$ 194,622	\$ 222,743
2110	General Student Programs	\$ 404,290	\$ 418,414	\$ 304,651
2111	ASI Executive Vice President	\$ 72,708	\$ 77,302	\$ 76,959
2118	ASI Vice President of Student & University Affairs	\$ 21,458	\$ 25,802	\$ 25,302
2121	University Cost Recovery	\$ 118,225	\$ 125,425	\$ 144,885
2124	ASI Chair & Chief of Staff	\$ 1,500	\$ 18,802	\$ 18,790
2125	ASI Cougar Pantry	\$ 155,925	\$ 214,838	\$ 199,449
2126	Festival 78	\$ 119,000	\$ 131,000	\$ 128,500
	<b>EXPENSES TOTAL</b>	<b>\$ 1,761,659</b>	<b>\$ 2,003,542</b>	<b>\$ 2,008,541</b>

Notes

123000                      8610  
131610

**GRAND TOTAL**    \$    247,591    \$    5,708    \$    709

Dept. ID: 2101 Operations | Chargebacks: 210101

Account #	Class Code	Account Description	20/21 Virtual	21/22 Approved	22/23 Proposed	Notes
613808	16803	Salaries - Pro Staff: Business Operations Analyst	\$ -	\$ -	\$ 69,000	
613808	16803	Benefits - Pro Staff: Business Operations Analyst	\$ -	\$ -	\$ 27,600	
613808		General Salary Increase adjustments (GSI)	\$ 23,160	\$ 23,955	\$ 23,243	3% GSI per ASI Professional Staff position
613808	16803	Salary - Executive Director	\$ 123,000	\$ 123,000	\$ 137,000	up to \$137,000
613808	16803	Benefits - Executive Director	\$ 49,200	\$ 49,200	\$ 54,800	
613816	16803	Corp Admin Charge 8%	\$ 19,829	\$ 82,638	\$ 93,637	8% of salary and benefits of all Corporation employees ; pro staff, part-time, student employees, and Graduate Assistants
660858		Corp Education Benefits	\$ 6,400	\$ 6,400	\$ 3,200	\$3,200 for one employee, requires pre-approval
660858		Prof. Development	\$ 8,590	\$ 5,775	\$ 6,600	Professional development for 8 staff @ \$825
606001		Systemwide Travel	\$ -	\$ 5,000	\$ 5,000	advisor travel to AOA, CSUnity, and CHES
604001		Telecommunications/ Phones	\$ 9,905	\$ 12,000	\$ 8,000	
613810		Auditing Expenses	\$ 25,000	\$ 25,000	\$ 30,000	
660001		Postage/Mail	\$ -	\$ 500	\$ 500	
660003		Office Supplies	\$ 10,000	\$ 10,000	\$ 10,000	
660010		Insurance/CSURM A	\$ 7,929	\$ 6,044	\$ 7,683	
660010		Dividend	\$ (1,596)	\$ (1,998)	\$ -	
660835		Signa - Copier Lease			\$ 1,200	Leased for 5 years
660805		Membership Dues	\$ 2,500	\$ 2,000	\$ 2,000	NACA, ACUI, AOA, Adobe membership
613807		Legal	\$ 5,000	\$ 3,000	\$ 1,500	
660851		Bank Charges	\$ 1,500	\$ 500	\$ 800	
		<b>Total</b>	<b>\$ 290,417</b>	<b>\$ 353,014</b>	<b>\$ 481,763</b>	

Dept. ID: 2101 Operations | Chargebacks: 210101

GSI Calculation:

Staff	Salary	Benefits	8% Corp Cost	Total Cost per position
Executive Director	\$ 137,000	\$ 54,800	\$ 15,344	\$ 191,800
Associate Director of Student Engagement	\$ -	\$ -	\$ -	\$ -
Associate Director of Gov. Affairs & Initiatives	\$ 95,000	\$ 38,000	\$ 10,640	\$ 133,000
Business Operations Analyst	\$ 69,000	\$ 27,600	\$ 7,728	\$ 96,600
Student Engagement Coordinator	\$ 67,467	\$ 26,987	\$ 7,556	\$ 94,454
Media & Communications Coordinator	\$ 67,467	\$ 26,987	\$ 7,556	\$ 94,454
Student Organizations & Projects Specialist	\$ 50,000	\$ 20,000	\$ 5,600	\$ 70,000
Cougar Pantry Coordinator	\$ 67,467	\$ 26,987	\$ 7,556	\$ 94,454
	<b>\$ 553,401</b>	<b>\$ 221,360</b>	<b>\$ 61,981</b>	<b>\$ 774,761</b>
		<b>3% GSI if approved</b>		<b>\$ 23,243</b>



Dept. ID: 2102 Board of Directors

Account #	Dept. ID	Class Code	Account Description	20/21 Virtual	21/22 Approved	22/23 Proposed	Notes												
613808	2102	16803	Salaries - Pro Staff: A.D. of Government Affairs & Initiatives	\$ 72,000	\$ 72,000	\$ 49,684	Eliminate AD, start with GA under AED for Fall 22 and turn into Coordinator for Spring 2023	Graduate Assistant											
									Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%				Total Cost	
613808	2102	16803	Staff: A.D. of Government Affairs & Initiatives	\$ 28,800	\$ 28,800	\$ 19,874		summer	\$ 16.50	12	15	\$ 2,970	\$ 356						
606001	2102		Travel	\$ -	\$ 3,000	\$ 5,000	CSUnity for BODers, CHESS for BODers	winter	\$ 16.50	4	20	\$ 1,320	\$ 158						
609008	2102		Scholarship	\$ -	\$ 12,000	\$ 12,000	BOD scholarships \$500 per semester for 12 representatives excludes Execs	spring	\$ 16.50	17	20	\$ 5,610	\$ 673						
660842	2102		Student Activities	\$ 32,000	\$ 20,000	\$ 20,000	16 BOD Parking Passes, 4 Execs summer passes, trainings, collabs, shirts												
																			Total \$ 15,510 \$ 1,861 \$ 1,390 \$ 18,761
660842	2102	10216	Veteran's Rep	\$ 1,500	\$ 2,000	\$ 1,500													
660842	2102	10217	Sustainability Rep	\$ 1,500	\$ 2,000	\$ 1,500		Coordinator (Half of											
660842	2102	10218	Diversity & Inclusion Reps	\$ 3,000	\$ 2,000	\$ 1,500		Salary											\$34,174.00
660842	2102	10220	CSTEM Reps	\$ 1,500	\$ 1,500	\$ 1,000		Benefits											\$13,669.60
660842	2102	10221	COBA Reps	\$ 1,500	\$ 1,500	\$ 1,000		8% Corp Cost											\$3,827.49
660842	2102	10222	COEHHS Reps	\$ 1,500	\$ 1,500	\$ 1,000		Total Cost											\$51,671.09
660842	2102	10223	CHABSS Reps	\$ 1,500	\$ 1,500	\$ 1,000													
660842	2102	10224	ASI General Elections	\$ 2,500	\$ 2,500	\$ 2,500													
			<b>Total</b>	<b>\$ 155,364</b>	<b>\$ 150,300</b>	<b>\$ 117,558</b>													

Dept. ID: 2103 ASI President

Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Approved	22/23 Proposed	22/23 Notes
613808	16804	Salaries - SA	\$ 16,013	\$ 16,013	\$ 16,013	
613808	16804	Benefits - SA 4%	\$ 641	\$ 504	\$ 504	
613808	16804	Benefits - SA- Summer 12%	\$ -	\$ 410	\$ 410	
606001		Travel	\$ -	\$ 3,500	\$ 3,500	
660842		Student Activities	\$ 1,000	\$ 1,000	\$ 1,000	
<b>TOTAL</b>			<b>\$ 18,986</b>	<b>\$21,427</b>	<b>\$21,427</b>	

President	Rate	Weeks	Hours	Salary	Corp benefits %	Corp Admin 8%
summer (June - Aug)	\$ 17.50	13	15	\$ 3,413	\$ 410	
fall	\$ 17.50	19	20	\$ 6,650	\$ 266	
spring	\$ 17.50	17	20	\$ 5,950	\$ 238	
<b>Total</b>				<b>\$ 16,013</b>	<b>\$ 914</b>	<b>\$ 1,354</b>

Dept. ID: 2107 Campus Activities Board (CAB)

Account #	Class Code	Account Description	20/21 Virtual	21/22 Approved	22/23 Proposed	22/23 Notes
613808	16803	Student Engagement Coordinator	\$ 61,000	\$ 63,586	\$ 67,467	
613808	16803	Student Engagement Coordinator	\$ 24,400	\$ 25,434	\$ 26,987	
613808	16803	Salary - Grad Assistant	\$ -	\$ 14,850	\$ 15,510	
613808	16803	Benefits - GA 12%	\$ -	\$ 1,782	\$ 1,861	
613808	16804	Salaries - Student Assistants	\$ 34,169	\$ 72,996	\$ 78,358	
613808	16804	Benefits - SA	\$ 1,367	\$ 2,656	\$ 4,831	
		Benefits - Summer- SA		\$ 792		
660842		Student Activities	\$ 5,000	\$ 7,000	\$ 8,000	
660842	10701	Novelty & Variety	\$ 20,000	\$ 22,500	\$ 22,500	
660842	10704	Community Service	\$ 4,000	\$ 7,000	\$ 3,000	
660842	10705	On The Road	\$ 4,000	\$ 7,500	\$ 2,500	
660842	10706	TLAN	\$ 2,500	\$ -	\$ -	
660842	10707	Cougar Pride & Traditions	\$ 25,000	\$ 31,000	\$ 20,000	
660842	10711	Alternative Spring Break	\$ 15,550	\$ 15,500	\$ 15,500	
660842	10713	Marketing	\$ -	\$ -	\$ -	
660835		Office Equip/Computers	\$ -	\$ -	\$ -	
		<b>Total</b>	<b>\$ 201,781</b>	<b>\$ 272,596</b>	<b>\$ 266,514</b>	

CAB: 1st year spring hire	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
summer	\$ 15.00	5	10	\$ 750	\$ 90	
fall	\$ 15.00	17	15	\$ 3,825	\$ 153	
winter	\$ 15.00	2	15	\$ 450	\$ 18	
spring	\$ 15.50	17	17	\$ 4,480	\$ 179	
<b>Total</b>				<b>\$ 9,505</b>	<b>\$ 440</b>	<b>\$ 796</b>

summer	\$ 15.00	5	10	\$ 750.00	\$ 90.00	
fall	\$ 15.00	17	15	\$ 3,825	\$ 153	
winter	\$ 15.00	2	15	\$ 450	\$ 18	
spring	\$ 15.50	17	17	\$ 4,480	\$ 179	
<b>Total</b>				<b>\$ 9,505</b>	<b>\$ 440</b>	
<b>Total for 3 specialist</b>				<b>\$ 28,514</b>	<b>\$ 1,321</b>	<b>\$ 2,387</b>

CAB: 2nd year pride	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
summer	\$ 15.00	6	15	\$ 1,350	\$ 162	
fall	\$ 15.25	17	20	\$ 5,185	\$ 207	
winter	\$ 15.25	2	20	\$ 610	\$ 24	
spring	\$ 15.50	17	20	\$ 5,270	\$ 211	
<b>Total</b>				<b>\$ 12,415</b>	<b>\$ 605</b>	

**Total for 2 specialists: \$ 24,830 \$ 1,209 \$ 2,083**

Graduate Assistant	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
summer	\$ 16.50	12	15	\$ 2,970	\$ 356	
fall	\$ 16.50	17	20	\$ 5,610	\$ 673	
winter	\$ 16.50	4	20	\$ 1,320	\$ 158	
spring	\$ 16.50	17	20	\$ 5,610	\$ 673	
<b>Total</b>				<b>\$ 15,510</b>	<b>\$ 1,861</b>	<b>\$ 1,390</b>

**Grand Totals \$ 78,358 \$ 4,831 \$ 6,655**

Dept. ID: 2108 Media & Marketing

Account #	Class Code	Account Description	20/21 Virtual	21/22 Approved	22/23 Proposed	22/23 Notes		Rate	Weeks	Hours	Salary	CORP Benefit:	CORP Admin 8%
613808	16803	Salaries - Pro Staff: Media & Communications Coordinator	\$ 59,200	\$ 62,748	\$ 67,467		MCT: 2nd media						
							summer	\$15.25	10	15	\$ 2,288	\$ 275	
613808	16803	Benefits - Pro Staff: Media & Communications Coordinator	\$ 23,680	\$ 25,099	\$ 26,987		fall	\$15.50	17	15	\$ 3,953	\$ 158	
613808	16804	Salaries - Student Assistants	\$ 68,626	\$ 51,361	\$ 58,935		winter	\$15.50	2	15	\$ 465	\$ 19	
613808	16804	Benefits	\$ 2,322	\$ 1,850	\$ 2,634		spring	\$15.50	17	15	\$ 3,953	\$ 158	
613808	16804	Benefits - SU SA 12%	\$ 1,269	\$ 614									
										<b>Total</b>	<b>\$ 10,658</b>	<b>\$ 609</b>	<b>\$ 901</b>
613808	16803	Part-time position			\$ 27,300								
613808	16803	Part-time position benefits			\$ 10,920		MCT: 2nd midyear social						
613808	16803	Salaries - GA	\$ -	\$ 12,445	\$ -		summer	\$15.25	6	10	\$ 915	\$ 110	
613808	16803	Benefits - GA 12%	\$ -	\$ 1,505	\$ -		fall	\$15.25	17	15	\$ 3,889	\$ 156	
660842		Student Activities	\$ 1,500	\$ 10,000	\$ 9,000		spring	\$15.50	17	15	\$ 3,953	\$ 158	
660842	10801	Cougar Pride Swag	\$ 10,000	\$ 9,000	\$ 7,000								
										<b>Total</b>	<b>\$ 9,214</b>	<b>\$ 442</b>	<b>\$ 772</b>
660842	10802	ASI Branded Operational Supplies	\$ 8,000	\$ 9,000	\$ 5,000								
660842	10804	MCT Equipment	\$ 15,000	\$ 10,000	\$ 7,000		MCT: 3rd midyear media						
660842	10805	Outreach & Volunteer Programs	\$ -	\$ 1,000	\$ 500		summer	\$15.75	10	15	\$ 2,363	\$ 284	
		<b>Total</b>	<b>\$ 202,005</b>	<b>\$ 194,622</b>	<b>\$ 222,743</b>		winter	\$15.75	2	15	\$ 473	\$ 19	
							spring	\$16.00	17	15	\$ 4,080	\$ 163	
										<b>Total</b>	<b>\$ 10,931</b>	<b>\$ 182</b>	<b>\$ 889</b>

MCT: 1st midyear social	Rate	Weeks	Hours	Total	CORP Benefit:	CORP Admin 8%
summer	\$15.00	6	10	\$ 900	\$ 108	
fall	\$15.00	17	15	\$ 3,825	\$ 153	
winter	\$15.00	2	15	\$ 450	\$ 18	
spring	\$15.50	17	15	\$ 3,953	\$ 158	

**Total \$ 9,128 \$ 437 \$ 765**

MCT: 1st midyear media	Rate	Weeks	Hours	Total	CORP Benefit:	CORP Admin 8%
summer	\$15.00	10	15	\$ 2,250	\$ 270	
fall	\$15.00	17	15	\$ 3,825	\$ 153	
winter	\$15.00	2	15	\$ 450	\$ 18	
spring	\$15.50	17	15	\$ 3,953	\$ 158	

**Total \$ 10,478 \$ 599 \$ 886**

MCT: 1st social	Rate	Weeks	Hours	Total	CORP Benefit:	CORP Admin 8%
summer	\$15.00	2	10	\$ 300	\$ 36	
fall	\$15.00	17	15	\$ 3,825	\$ 153	
winter	\$15.00	2	15	\$ 450	\$ 18	
spring	\$15.50	17	15	\$ 3,953	\$ 158	

**Total \$ 8,528 \$ 365 \$ 711**

**Grand Total \$ 58,935 \$ 2,634 \$ 4,926**

Dept. ID: 2110 General Student Programs

Account #	Class Code	Account Description	20/21 Virtual	21/22 Approved	22/23 Proposed	22/23 Notes	Front Desk - First Year	Rate	Weeks	Hours	Total	Corp Benefits %	Corp Admin 8%
613808	16803	Salaries - Student Organization and Project Specialist	\$ 56,000	\$ 61,703	\$ 50,000	Full-time - hourly - non-exempt	summer	\$ 15.50	5	15	\$ 1,162.50	\$ 139.50	
613808	16803	Benefits - Student Organization and Project Specialist	\$ 22,400	\$ 24,681	\$ 20,000		Retreat/Training	\$ 15.00	2	60	\$ 1,800	\$ 216	
613808	16803	Salaries - Associate Executive Director	\$ 75,000	\$ 75,000	\$ 95,000	up to \$95,000	fall	\$ 15.00	20	45	\$ 13,500	\$ 540	
610838	16803	Benefits - Associate Executive Director	\$ 30,000	\$ 30,000	\$ 38,000		spring	\$ 15.50	20	45	\$ 13,950	\$ 558	
613808	16803	Salary - Grad Assistant	\$ 12,981	\$ -	\$ 12,540	BOD events and Initiatives Grad Assistant					<b>Total \$ 30,413</b>	<b>\$ 1,454</b>	<b>\$ 2,549</b>
613808	16803	Benefits - GA 12%	\$ 1,558	\$ -	\$ 1,505	BOD events and Initiatives Grad Assistant							
613808	16804	Salaries - Student Assistant	\$ 2,920	\$ 23,740	\$ 30,413	Up to 4 front desk students to cover 40 hrs.	BOD Graduate Assistan	Rate	Weeks	Hours	Salary	CORP Benefits	Corp Admin 8%
613808	16804	Benefits - SA 4%	\$ 117	\$ 950	\$ 1,454		Fall	\$ 16.50	19	20	\$ 6,270	\$ 752	
660842		Student Activities	\$ -	\$ 700	\$ 700	Front Desk Training	spring	\$ 16.50	19	20	\$ 6,270	\$ 752	
660842	11001	ASI Retreats	\$ 7,500	\$ 20,400	\$ 20,400						<b>Total \$ 12,540</b>	<b>\$ 1,505</b>	<b>\$ 1,124</b>
660842	11002	LEAD	\$ 1,500	\$ 1,500	\$ -								
660842	11003	Social Justice Summit	\$ 2,000	\$ 2,000	\$ -								
											<b>Grand tota \$42,952.50</b>	<b>\$790.80</b>	<b>\$3,499.46</b>
660842		Volunteer Support			\$ 1,000	Annual recognition, semester team building, and orientation							
660842	10706	TLAN		\$ 5,000	\$ 5,000	Moved from 2107							
660858		LEAP		\$ 1,240	\$ 1,240								
660842		ASI 30 Year Planning		\$ 5,000		SWAG, Banquet, additional marketing							
660842		Uniforms		\$ 3,000	\$ 3,000	uniforms for all ASI	ASI Computers						
660842	11004	24/5 Library	\$ 150,000	\$ 150,000	\$ -	Per MOU, last funding FY 21/22	Conference Room				1	\$ 300	
660842	11007	Sustainability	\$ 15,000	\$ 10,000	\$ 10,000		BOD	BOD, 1			11	\$ 3,300	
		USU Art	\$ -	\$ 3,500	\$ 2,000		MCT	5 students, 1 GA, & 1 staff			7	\$ 2,100	
660835		Office Equip/Computers	\$ 12,400	\$ -	\$ 12,400	All IITS charges and Esign Support Charge	CP	1 pantry, 1 surface			4	\$ 1,200	
		<b>Total</b>	<b>\$ 404,290</b>	<b>\$ 418,414</b>	<b>\$ 304,651</b>		Suite	front office			5	\$ 1,500	
							Digital Signage				1	\$ 300	
							Esign support					\$ 1,300	
							<b>Total</b>				<b>37</b>	<b>\$ 12,400</b>	

Dept. ID: 2111 Executive Vice President

Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Proposed	22/23	Notes
613808	16804	Salaries - SA	\$ 15,098	\$ 15,428	\$ 15,098	
613808	16804	Benefits - SA 4%	\$ 604	\$ 488	\$ 475	
613808	16804	Benefits - SA Summer	\$ -	\$ 386	\$ 386	
613808	16804	12%	\$ -	\$ 386	\$ 386	
606001		Travel	\$ -	\$ 1,000	\$ 1,000	
660842	11103	Student Emergency Fund	\$ 20,750	\$ 35,000	\$ 35,000	increase at mid-year if enrollment projections are higher than
660842	11104	ASI Leadership Fund	\$ 35,000	\$ 25,000	\$ 25,000	Allocating to student orgs and virtual conferences
<b>TOTAL</b>			<b>\$ 72,708</b>	<b>\$77,302</b>	<b>\$76,959</b>	

Executive Vice President	Rate	Weeks	Hours	Salary	Corp benefits %	Corp Admin 8%
summer (June - Aug)	\$ 16.50	13	15	\$ 3,218	\$ 386	
fall	\$ 16.50	19	20	\$ 6,270	\$ 251	
spring	\$ 16.50	17	20	\$ 5,610	\$ 224	
<b>Total</b>				<b>\$ 15,098</b>	<b>\$ 861</b>	<b>\$ 1,277</b>

Dept. ID: 2118 Vice President of Student and University Affairs (VP SUA)

Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Proposed	22/23	Notes
613808	16804	Salaries - SA	\$ 15,098	\$ 15,428	\$ 15,428	
613808	16804	Benefits - SA 4%	\$ 604	\$ 488	\$ 488	
613808	16804	Benefits - SA - Summer 12%		\$ 386	\$ 386	
613816	16804	Corp Admin charge 8%	\$ 1,256	\$ -	\$ -	
606001		Travel	\$ -	\$ 5,000	\$ 5,000	Limited travel permitted 20/21 and CSSA/CHESS online
660842		Student Activities	\$ 3,500	\$ 3,500	\$ 3,000	NVRD, Elections - increase based on programming
660842	11801	Lobby Corp	\$ 1,000	\$ 1,000	\$ 1,000	
<b>TOTAL</b>			<b>\$ 21,458</b>	<b>\$ 25,802</b>	<b>\$ 25,302</b>	

Vice President of Student and University Affairs	Rate	Weeks	Hours	Total	Corp Benefits	Corp Admin 8%
summer (June - Aug)	\$ 16.50	13	15	\$ 3,218	\$ 386	
fall	\$ 16.50	18	20	\$ 5,940	\$ 238	
spring	\$ 16.50	19	20	\$ 6,270	\$ 251	
<b>Total</b>				<b>\$ 15,428</b>	<b>\$ 875</b>	<b>\$ 1,304</b>

**Dept. ID: 2121 University Cost Recovery**

Account #	Account Descriptions	20/21 Approved Virtual	21/22 Approved	22/23 Proposed	Notes
613814	University Indirect Cost Recovery	\$ 22,186	\$ 23,537	\$ 42,998	
613814	Business & Financial Services MOU	\$ 96,039	\$ 101,888	\$ 101,887	
<b>TOTAL</b>		<b>\$ 118,225</b>	<b>\$ 125,425</b>	<b>\$ 144,885</b>	



Dept. ID: 2124 Chief and Chair

Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Approved	22/23 proposed	Notes
613808	16804	Salaries - SA	\$ -	\$15,428	\$15,428	
613808	16804	Benefits - SA 4%	\$ -	\$ 488	\$ 1,125	
613808	16804	Benefits - Summer - SA 12%		\$ 386	\$ 238	
606001		Travel	\$ -	\$ 1,000	\$ 1,000	Limited travel permitted in 20/21
660842		Student Activites	\$ 1,500	\$ 1,500	\$ 1,000	BOD Team Development
<b>TOTAL</b>			<b>\$ 1,500</b>	<b>\$18,802</b>	<b>\$18,790</b>	

Chief & Chair	Rate	Weeks	Hours	Total	Corp Benefi	Corp Admin 8%
summer (June - Aug)	\$ 16.50	13	15	\$ 3,218	\$ 386	
fall	\$ 16.50	18	20	\$ 5,940	\$ 238	
spring	\$ 16.50	19	20	\$ 6,270	\$ 251	
<b>Total</b>				<b>\$ 15,428</b>	<b>\$ 875</b>	<b>\$ 1,304</b>

Dept. ID: 2125 Cougar Pantry

Dept. ID: 2125 Cougar Pantry						Pantry Specialist - First Year with ASI (3)						
Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Approved	22/23 Proposed	Notes	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
613808	16803	Salaries - Cougar Pantry Coordinator	\$ 39,520	\$ 61,527	\$ 67,467	summer	\$ 15.00	4	5	\$ 300	\$ 36.00	
613808	16803	Benefits - Cougar Pantry Coordinator	\$ 15,808	\$ 24,611	\$ 26,987	fall	\$ 15.00	21	15	\$ 4,725	\$ 189.00	
613808	16803	Benefits - Cougar Pantry Coordinator	\$ 15,808	\$ 24,611	\$ 26,987	spring	\$ 15.50	19	15	\$ 4,418	\$ 176.70	
613808	16804	Salaries - Student Assistants	\$ 43,332	\$ 56,440	\$ 71,190	9 student assistants- 3 first year, 3 second year, and 1 fourth year, 2 CalFresh Specialists (increase to minimum wage to \$15 for all and increase 25 cents for returners)						
613808	16804	Benefits - SA 4%	\$ 1,733	\$ 2,170	\$ 5,306							
613808	16804	Summer 12%	\$ -	\$ 590								
613816	16803	Corp Admin Charge 8%	\$ 8,031	\$ -	\$ -							
660842		Student Activities	\$ 10,000	\$ 5,000	\$ 3,000	Trainings, uniforms	\$ 15.25	12	10	\$ 1,830	\$ 219.60	
660842	12502	Food	\$ 20,000	\$ 35,000	\$ -	Reduce on 6/1, awarded SD grant for 22/23	\$ 15.25	19	15	\$ 4,346	\$ 173.85	
660842	12501	Operations	\$ 5,000	\$ 8,000	\$ 10,000		\$ 15.50	19	15	\$ 4,418	\$ 530.10	
660842	12503	Programming	\$ 5,000	\$ 10,000	\$ 5,000							
606001		Travel	\$ -	\$ 3,000	\$ 2,000	Limited travel permitted in 20/21						
660842	12504	Van	\$ 7,500	\$ 8,500	\$ 8,500							
<b>Total</b>			<b>\$ 155,925</b>	<b>\$ 214,838</b>	<b>\$ 199,449</b>							

22-23 Grants

San Diego Foundation Grant - Pantry Food Cost	\$ 35,200
IRA funding for Cal Fresh Specialist	\$ 19,000

Pantry Specialist - (3) Second Year with ASI						
	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
summer	\$ 15.25	12	10	\$ 1,830	\$ 219.60	
fall	\$ 15.25	19	15	\$ 4,346	\$ 173.85	
spring	\$ 15.50	19	15	\$ 4,418	\$ 530.10	
<b>Total for 1 specialist</b>				<b>\$ 10,594</b>	<b>\$ 923.55</b>	
<b>Total for 3 specialist</b>				<b>\$ 31,781</b>	<b>\$ 2,770.65</b>	<b>\$ 2,764.15</b>

  

Pantry Specialist - Third Year with ASI (1)						
	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
summer	\$ 15.75	12	10	\$ 1,890	\$ 226.80	
fall	\$ 16.00	19	15	\$ 4,560	\$ 547.20	
spring	\$ 16.25	19	15	\$ 4,631	\$ 555.75	
<b>Total for 1 specialist</b>				<b>\$ 11,081</b>	<b>\$ 1,329.75</b>	<b>\$ 992.88</b>

  

CalFresh Specialist - (2) Second Year with ASI						
	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
summer	\$ 15.25	12	0	\$ -	\$ -	
fall	\$ 15.25	19	0	\$ -	\$ -	
spring	\$ 15.50	19	0	\$ -	\$ -	
<b>Total for 1 specialist</b>				<b>\$ -</b>	<b>\$ -</b>	
<b>Total for 2 specialist</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>				<b>\$ 71,190</b>	<b>\$ 5,305.50</b>	<b>\$ 6,119.64</b>

Dept. ID: 2126 Festival 78

Account #	Class Code	Account Descriptions	20/21 Virtual	21/22 Proposed	22/23	Notes
660842	12601	Volunteers	\$ -	\$ 2,000	\$ 2,000	
660842	12602	Marketing	\$ 7,000	\$ 7,000	\$ 5,000	
660842	12603	Promotions	\$ -	\$ 6,000	\$ 4,000	
660842	12604	Production	\$ 40,000	\$ 40,000	\$ 40,000	
660842	12605	Artist/Hospitality	\$ 66,000	\$ 66,000	\$ 69,500	
660842	12606	Activities/Entertainment	\$ 6,000	\$ 7,000	\$ 5,000	
660842	12607	Décor	\$ -	\$ 2,000	\$ 2,000	
660842		Art	\$ -	\$ 1,000	\$ 1,000	
		<b>TOTAL</b>	<b>\$ 119,000</b>	<b>\$ 131,000</b>	<b>\$ 128,500</b>	

# ASI Corporate

## Cash Reserves Plan



# What are considered Reserves?

Cash reserves refer to the money a company or individual keeps on hand to meet short-term and emergency funding needs.

## In context:

- New funding projects that is in need of funding
- Cougar Pantry did not receive a grant to cover food costs
- Anticipated revenue for an event was not as high as projected

In some instances, financial shortfall is definitely possible but possessing reserves can limit emergent crisis.



# ASI Corporate Reserve Policy

## PURPOSE

To establish policy and procedures that assure fiscal viability through the establishment of adequate reserve funds as required for auxiliaries of the California State University system and as established in the Education Code 89904.5 and 89905, the *Compilation of Policies and Procedures for CSU Auxiliary Organizations*, and Title 5.

## POLICY AND PROCEDURES

- A) Corporate reserve accounts are procured through continuing appropriations.
  
- B) ASI Corporate Reserves are comprised of three reserve funds with specific purposes as follows:
  - 1) Working Capital and Current Operations
  - 2) Capital Equipment Replacement and Acquisition
  - 3) Planned Future Growth



# Working Capital and Current Operations

Working Capital shall be maintained to provide for unanticipated major expenses or reductions in income resulting from shortfalls in enrollment or business interruptions.

## In context:

- Everyday operations
- Recurring Expenses
- Salaries

**Minimum** Balance - 20% of annual budget = \$401,850

**Maximum** Balance - 75% of annual budget = \$1,506,938

**Our contribution: \$602,341**



# Capital Equipment Replacement and Acquisition

Capital Equipment shall be maintained to provide for the replacement and acquisition of capital equipment as defined in the ASI Fixed Assets, Property and Equipment policy (\$5,000 or more).

## In context:

- ASI Assets
- Purchase/Replacement of ASI Equipment
- Computers, CP Van, MCT Equipment



**Minimum** Balance - 50% of annual asset total = \$50,297

**Maximum** Balance - 100% of annual asset total = **\$87,307**



# Planned Future Growth

Planned Future Growth shall be maintained to provide for future business requirements and/or new requirements for current business that have been recognized by the university and ASI as appropriate and within the educational mission of the university and ASI.

## In context:

- Future Projects
- Wellness and Rec Facility (\$50,000,000)

**Minimum** Balance - 10% of annual budget = \$200,925

**Maximum** Balance - 15% of annual budget = **\$301,388**



# Current Designated ASI Reserves

**Working Capital and Current Operations:** \$602,341

30% of annual budget (Minimum Reserve per policy)

**Capital Equipment:** \$87,307

100% annual asset total (Maximum Reserve per policy)

**Planned Growth:** \$301,388

15% of annual budget (Maximum Reserve per policy)



## **ASI Reserve Totals**

**Total Fund Balance: \$2,892,903**

**Designated Reserves(per policy): \$991,036**

**Undesignated Reserves: \$1,901,867**



# Allocation of Undesignated Reserves

Undesignated Reserve Amount	1,901,867.00
<b><u>Allocation Expenses</u></b>	
Reserved for Cougar Pantry Grants	119,000.00
Reserved for ASI Student Leadership Fund	30,000.00
Reserved for Student Emergency Fund	160,000.00
Reserved for Timeline Project	8,000.00
Reserved for Wellness & Recreation Building	1,200,000.00
Reserved for Program Support	240,490.00
Reserved for Insurance Claim	144,377.00
Total Allocated Expenses	1,901,867.00
Left Over Funds	\$ -



**Questions?**

