

California State University San Marcos San Marcos, California 92096-0001 USA

Tel: 760 750-4950; Fax: 760 750-4949

www.csusm.edu

## **MEMORANDUM**

DATE:

May 1, 2009

TO:

Karen S. Haynes

President

FROM:

Linda Hawk

Vice President

Finance and Administrative Services

SUBJECT:

ASI, Inc. Proposed Master Budget for Fiscal Year 2009-2010

Attached please find the proposed master budget plans for ASI, Inc. for fiscal year 2009-2010 for your review and approval.

The Budget Review Committee (ASI Executive Director, Business Manager, President, Vice President of Finance, Faculty Representative, Dean of Students, and the Vice President of Finance & Administrative Services) reviewed and approved the proposed budget. At its April 24<sup>th</sup> ASI, Inc. Board of Directors meeting, the board voted to approve the budget and forward to the University President.

The following are the significant changes to the FY 2009-2010 budget as compared to FY 2008-2009 budget:

- A major decrease in the travel budget for the ASI President and the elimination of the Governmental Relations Department Travel Budget.
- The Women's Center, the Campus Activities Board, the Marketing and the Governmental Relations departments all lost one student employee position.
- The Board of Director's had approved the addition of a School of Nursing position for Fall 2009. This additional position to the Board of Directors will be postponed until Fall 2010.
- The addition of an ASI Professional Staff member- the Director of the Women's Center

- A \$7,000 decrease in the overall Campus Activities Budget.
- Decrease in telecommunications costs by elimination of two phones lines and three computers.

I approve the fiscal year 2009-2010 budget for ASI.

Karen S. Haynes, President

Date

LH:cjb Enclosures

### ASSOCIATED STUDENTS, INCORPORATED

#### MASTER BUDGET ESTIMATE for Academic Year 2009/2010

Campus   Account Number   Description   Description   Description   Description   ASI Operations   L.E.A.D.   Campus   Center   Board   LGBTQ   BOD   President   VP Operation   Finance   VP Marketing   Covernment   Relations   Relat	2115  Marketing Department  4,335	TOTAL 398,260 63,578 21,877
Account Number Description Cost Recovery ASI Operations L.E.A.D. Womens Center Board LGBTQ BOD President VP Operation Finance VP Marketing Affairs Relations  601300 Salaries 358,260 40,000	Department	398,260 63,578
	4,335	63,578
601303 Salaries-Student Assistants 4,718 13,005 24,180 13,005 4,3	4,335	
603000 AOUIT (unemployment trust) 21,877		
603000 Employee Benefits 64,165		64,165
604001 Telecommunications 12,280		12,280
606001 Transportation/Travel 1,000 7,060		8,060
613806 Indep Contractors: Webmastr	3,000	3,000
613807 Legal Expenses 2,000		2,000
613808 Payroll Processing Fees 4,000		4,000
613810 Auditing Expense (GLT) 28,000		28,000
613814 Accounting Expense 71,000		71,000
66001 Postage/Mail 750		750
660002 Printing/Copies 1,000 800		1,800
660003 Office Supplies 14,000		14,000
660010 Insurance- 26,531		26,531
660017 Advertising/Promo. Expense 500	7,000	7,500
660041 Facility Usage 500		500
660041 Lease Fee 19,943		19,943
660090 Discretionary		0
660805 Membership & Dues 500 300 5,400		6,200
609008 Stipends/Grants 14,800 8,000 7,000 7,000 7,000 7,000		50,800
660835 Office Equip Lease/Maint. 30,590		30,590
660841 Retreats 500 4,000		4,500
660842 SicSic/Student Activities/ALFB 500 10,000 83,566 7,450 1,000 500 12,000 1,	00	116,016
660846 Gifts & Acknowledgements 500 150 150 0		800
660848 Tax and License 500		500
660849 Payroll Taxes 35,000		35,000
660851 Bank Charges 1,500		1,500
660858 Professional Development 1,100		1,100
660860 Food & Entertainment		0
660878 Leadership Dev and Training 200 0 500		700
660882 Cougar Bazaar		0
Reserves 10,050		10,050
PROJECTED EXPENSES   90,943   606,671   4,000   65,305   107,746   21,555   25,850   10,150   7,150   19,500   7,000   19,460   5,305   10,150   7,000   7,000   10,150   7,000   10,150   7,000   10,150   7,000   10,150   7,000   10,150   7,000   7,000   10,150   7,00	35 14,335	1,005,000

Projected Revenue Projected Expenses Balance: Revenue - Expenses 1,005,000 1,005,000

0

# Associated Students, Inc. Estimated General Fund Revenue 2009-2010

Student Fee 50	х	Headcount			Revenue	
	¥			Revenue		
		9000	=	\$	450,000.00	
50	X	8600	=	\$	430,000.00	
50	X	1000	=	\$	50,000.00	
50	X	200	=		10,000	
50	х	200	=		10,000	
45	х	500			22,500	
					0	
					15,000	
					4,000	
					5,000	
					10,000	
					-1,500	
	50 50 45	50 x 50 x	50 x 200 50 x 200 45 x 500	50 x 200 = 50 x 200 = 45 x 500	50 x 200 = 50 x 200 = 45 x 500	

08/09 Revenue 430,000 430,000 75,000 10,000 10,000 22,500

> 15,000 11,000 5,000 10,000 -1,500 **1,017,000**

### **Associated Students, Incorporated**

## **Budget Projection Worksheet 09/10**

	Rec	Γrust	
Description	Rec Trust 0809	Proposed Rec Trust 0910	COMMENTS/EXPLANATION
Salaries	40,000	40,000	Director of Campus Rec Salary
Salaries-Student Assistants	21,000	21,120	1 coord (10x15x32=4,800), 4 spec (4x8.5x10x32=16,320)
AOUIT (unemployment trust)	0	0	
Employee Benefits	0	0	
Telecommunications	0	0	
Transportation/Travel	0	0	
Independent Contractors: Webmastr	0	0	
Legal Expenses	0	0	
Payroll Processing Fees	0	0	
Auditing Expense (GLT)	0	0	
Accounting Expense	0	0	
Postage/Mail	0	0	
Printing/Copies	0	0	
Office Supplies	0	0	
Insurance-	0	0	
Advertising/Promo. Expense	0	0	
Facility Usage	0	0	
Lease Fee	1,947	1,947	Clarke Fee
Discretionary	0	0	
Membership & Dues	200	0	National Intramural & Recreation Sports Association
Stipends/Grants	0	0	
Office Equip Lease/Maint.	6,430	6,210	Copier, Computers
Retreats	0	0	Programming is made up of: Club Sports: \$12,000
Programming/Student Act.	23,600	21,123	Excursions: \$6,000
Gifts & Acknowledgements	0	0	Intramural: \$2,000
Tax and License	0	0	Leisure Courses: \$600
Payroll Taxes	0	0	Wellness Month, Leisure Seminars: \$523
Bank Charges	0	0	
Professional Dev/Director and Students	1,200	0	
Food & Entertainment	600	600	Food at All Clubs sports meetings
SOC Programming	0	0	
SOC Leadership Dev	0	0	
Leadership Dev and Training	0	0	
Cougar Bazaar	0	0	
RESERVES	0	0	
PROJECTED EXPENSES	94,977	91,000	

### PROJECTED REC TRUST REVENUE 0910

Fall Projected Headcount	8600	43000
Spring Projected Headcount	8600	43000
Summer Projected Headcount	1200	6000
Estimated Rec Trust Revenue 2009/10		92,000

	Rec	rust	
Description	Rec Trust 0809	Proposed Rec Trust 0910	COMMENTS/EXPLANATION
Salaries	40,000	40,000	Director of Campus Rec Salary
Salaries-Student Assistants	21,000	21,120	1 coord (10x15x32=4,800), 4 spec (4x8.5x10x32=16,320)
AOUIT (unemployment trust)	0	0	
Employee Benefits	0	0	
Telecommunications	0	0	
Transportation/Travel	0	0	
Independent Contractors: Webmastr	0	0	
Legal Expenses	0	0	
Payroll Processing Fees	0	0	
Auditing Expense (GLT)	0	0	
Accounting Expense	0	0	
Postage/Mail	0	0	
Printing/Copies	0	0	
Office Supplies	0	0	
Insurance-	0	0	
Advertising/Promo. Expense	0	0	
Facility Usage	0	0	
Lease Fee	1,947	1,947	Clarke Fee
Discretionary	0	0	
Membership & Dues	200	0	National Intramural & Recreation Sports Association
Stipends/Grants	0	0	
Office Equip Lease/Maint.	6,430	6,210	Copier, Computers
Retreats	0	0	Programming is made up of: Club Sports: \$12,000
Programming/Student Act.	23,600	21,123	Excursions: \$6,000
Gifts & Acknowledgements	0	0	Intramural: \$2,000
Tax and License	0	0	Leisure Courses: \$600
Payroll Taxes	0	0	Wellness Month, Leisure Seminars: \$523
Bank Charges	0	0	
Professional Dev/Director and Students	1,200	0	
Food & Entertainment	600	600	Food at All Clubs sports meetings
SOC Programming	0	0	
SOC Leadership Dev	0	0	
Leadership Dev and Training	0	0	
Cougar Bazaar	0	0	
RESERVES	0	0	
PROJECTED EXPENSES	94,977	91,000	