




**MEMORANDUM**

**DATE:** May 1, 2013  
**TO:** Karen S. Haynes, Ph.D.  
President  
**FROM:** Linda L. Hawk, Ed.D.   
Vice President, Finance & Administrative Services  
**SUBJECT:** Associated Students, Inc. Proposed Budget for FY 2013-14

On March 8, 2013, the ASI, Inc. Board of Directors passed a proposed budget for FY 2013-14. For fall 2013, the auxiliary has decided to hold expenditures steady with fall 2012 figures with the expectation that that they will need to reconvene in spring 2014 to review their budget and make any adjustments accordingly, due to the relocation of the administrative offices and social justice centers into the new University Student Union sometime either during the holiday break or early in the spring semester.

The Executive Director anticipates that there will be additional costs associated with the move, additional staff to accommodate expanded hours of operation, and operational costs to meet technology and office equipment needs.

With the additional enrollment of 341 FTEs and the campus's expectation that we will exceed our resident enrollment target by 5%, ASI, Inc. should have sufficient fee revenues to cover items needed to support their new work areas. As of January 1, 2013, ASI, Inc. also has a healthy reserve that can also be utilized for contingencies and other unforeseen expenditures in what will be a transitional year for the auxiliary organization.

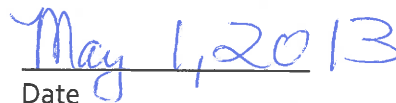
Since the auxiliary had carry forward funds from FY 2011-12, those funds were approved to increase student programming, provide three staff equity salary adjustments and cover additional operational costs.

I commend Rodger D. Andreas and Deb Fritsvold for their diligence in developing and maintaining fiscal prudence and integrity of ASI, Inc. and recommend approval of ASI, Inc. budget for FY 2013-14.

I approve the FY 2013/2014 Budget for the Associated Students, Inc.



Karen S. Haynes, Ph.D.  
President

  
Date

ASSOCIATED STUDENTS, INC  
 ASI MASTER BUDGET FY2013/14

as passed by the ASI Board of Directors March 8, 2013

Description	OPERATIONS											STUDENT SERVICES											TOTAL			
	2121	2101	2110	2112	2116	2104	2107	2102	2103	2111	2118	2108	2119	2110	2112	2116	2104	2107	2102	2103	2111	2118		2108	2119	
	UARSC & University Cost Recovery	ASI Operations	Student Programming Operations	Student Organizations	Gender Equity Center	LGBTQ Pride Center	Campus Activities Board	BOD	President	VP Operation	VP Finance	VP Marketing	VP External Affairs													
Salaries		179,336		31,200	50,181	50,181	31,000	58,814																	400,712	
UARSC benefits: staff = 40%		71,734		12,480	20,072	20,072	12,400	23,526																		160,285
Salaries-Student Assistants					25,299	27,540	41,083		10,350	9,459	9,459	9,459	9,459												142,108	
UARSC benefit SA 4%					1,012	1,102	1,643	0	484	462	462	462	462												6,091	
UARSC Admin charge 8%		20,086	0	3,494	7,725	7,912	6,890	6,587	867	794	794	794	794												56,736	
Telecommunications/Phones		1,440	6,040																						7,480	
Travel		5,000						6,900	4,000																7,480	
Auditing Expense		28,000																							28,000	
Accounting, including ICR	100,658		2,250																						102,908	
Postage/Mail		750																							750	
Office Supplies		1,000	6,298																						7,298	
Insurance-CSURMA		15,495																							15,495	
Advertising and Promotion																							9,970		9,970	
Lease Fee	18,920																								18,920	
Membership Dues/CSSA&AOA		575																					6,371		6,946	
Office Equip/computers&copiers		5,718	5,118	300	900	900	900	1,200	300	300	300	300	300												16,536	
Student Activities			7,000		18,455	16,125	92,161	20,575	400		27,500														183,216	
Tax and License		500																							500	
Professional Development		5,000																							5,000	
<b>PROJECTED EXPENSES</b>	<b>119,578</b>	<b>334,634</b>	<b>26,706</b>	<b>47,474</b>	<b>123,645</b>	<b>123,832</b>	<b>186,077</b>	<b>117,602</b>	<b>16,401</b>	<b>11,015</b>	<b>38,515</b>	<b>20,985</b>	<b>25,536</b>												<b>1,192,000</b>	

BOD Total: \$230,054

Projected Revenue	1,192,000
Projected Expenses	1,192,000
Balance	0

Total Student Services Budget	737,788	62%
Total Operations Budget	454,212	38%
<b>TOTAL</b>	<b>1,192,000</b>	

**Associated Students, Inc.  
Statement of Financial Position  
Year ended January 2013**

**10% variance**

<b>ASSETS</b>	<b>January 2013</b>	<b>January 2012</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Current Assets</b>				
Cash & cash equivalents	\$ 145,289	137,137	8,152	5.94%
Inventory	30,632	28,166	2,466	8.76%
Due from CSUSM	961,720	1,086,788	(125,068)	-11.51%
Account receivable, net	2,268	16,193	(13,926)	-86.00%
Prepaid expenses-other	88,105	58,147	29,958	51.52%
<b>NON CURRENT ASSETS</b>				
Deposits	3,000	3,000	-	0.00%
<b>Fixed Assets</b>				
Property and equipment, net	44,582	19,702	24,880	126.28%
<b>Total Assets</b>	<b>\$ 1,275,597</b>	<b>1,349,133</b>	<b>(73,536)</b>	<b>-5.45%</b>
<b>Liabilities &amp; Equity</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 325	-	325	0.00%
Curr Liab UARSC	43,112	53,209	(10,097)	-18.98%
Sales and used tax payable	-	602	(602)	-100.00%
Capital Lease-equipment	10,860	13,979	(3,119)	-22.31%
Fund held for others- consignment tickets	-	615	(615)	-100.00%
<b>Total Current Liabilities</b>	<b>54,297</b>	<b>68,405</b>	<b>(14,108)</b>	<b>-20.62%</b>
<b>NET ASSETS</b>				
<b>Unrestricted</b>				
Undesignated - current year	449,379	570,846	(121,467)	-21.28%
Student Orgs - prior year	85,698	92,661	(6,963)	-7.51%
Undesignated - prior year	686,223	617,221	69,002	11.18%
<b>Total net assets</b>	<b>1,221,300</b>	<b>1,280,728</b>	<b>(128,430)</b>	<b>-10.03%</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,275,597</b>	<b>\$ 1,349,133</b>	<b>(73,536)</b>	<b>-5.45%</b>



# Associated Students, Inc.

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


Established 1991

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## MEMORANDUM

DATE: March 15, 2013

TO: Linda Hawk  
Vice President  
Finance and Administrative Services

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

RE: Highlights of the Proposed ASI Master Budget FY2013/2014

On March 8, 2013, the Associated Students, Inc. Board of Directors passed the proposed ASI Master Budget for FY2013/2014. This budget reflects the recommendation that no changes be made for at least the first semester of next fiscal year: There was not enough accurate data to proceed. The reasons for this are as follows:

- In January, 2014 Associated Students, Inc. will be moving into the University Student Union. The programmatic and operational needs secondary to this move are unknown.
  - Due to the USU proximity to student housing, there may be an increase in the need for evening, weekend and summer programs. The ASI Centers may need to extend hours of operation.
  - Student staffing needs may increase and professional staffing may be required to accommodate a need for extended hours of operation.
  - Operational costs may increase with the doubling of square footage, and technology and office equipment requirements may increase.
- The current budget for FY12/13 meets the needs of Associated Students, Inc at this time. The FY12/13 budget includes an amended change utilizing FY11/12 carry forward. The amended change approved by the Executive Committee in September 2012 is detailed below:
  - Student programming was increased by \$32,500. It was equally distributed to the Board of Directors, the LGBTQA Pride Center, the Gender Equity Center and Campus Activities Board.
  - Three professional staff equity adjustments were approved by UARSC for a total of \$18,028.
  - An increase to operating costs was approved for \$6,500.

Because USU expenses are unknown and the current budget is working well, the Associated Students, Inc. Board of Directors recommended that a fiscal status quo be maintained for the Fall 2013 semester. They further recommended that the Finance Board and Board of Directors be convened in Spring 2014 once the USU needs and expenses are more clear. The Board of Directors also recommended that discrepancies between the ASI Master Budget FY13/14 and actual expenses be met through the use of continuing appropriations.