



MEMORANDUM

DATE: May 1, 2015

TO: Karen S. Haynes, Ph.D.
President

FROM: Linda L. Hawk, Ed.D. *L Hawk*
Vice President, Finance & Administrative Services

SUBJECT: Associated Students, Inc. Proposed Budget for FY 2015-16

On March 20, 2015, the ASI Board of Directors approved a proposed budget for Associated Students, Inc. for FY 2015-16. This budget was previously passed and recommended to the Board of Directors by the ASI Finance Board, and then reviewed and approved by the University Budget Review Committee.

The majority of the changes to the revenue projection for FY 2015-16 are the result of a correction in revenue estimate based on changes in the Extended Learning fee policy structure and ASI's data collection process.

Highlights of specific changes to the FY 2015-16 budget include:

1. **Correction of estimated revenue:** The change in the Extended Learning fee structure.
2. **Increase in ASI professional staff and student employee salary and benefits:** Three percent General Salary Increase (GSI) for ASI professional staff; increased time base for one professional staff; increase in minimum wage, and an increase in both State and UARSC benefit packages. Other factors include a decrease in the number of ASI Executive Officers from five to three, resulting in savings of approximately \$17,000. Overall, these changes created a net increase of \$37,257 in salaries and benefits.
3. **Increase in student programming budget** to fund new and/or increase existing initiatives such as potentially hosting CSSA; ASI marketing/promotional items in support of events such as the 25th Anniversary celebration; funds for national speakers in support of the Centers; sponsorship of a large scale campus event; and increased night and weekend programming as part of the Tukwut Life campus-wide initiative.

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 the ASI, Inc. Budget for FY 2015-16.

I approve the FY 2015/2016 Budget for the Associated Students, Inc.

Karen S. Haynes

 Karen S. Haynes, Ph.D.
 President

5/1/2015

 Date

PROPOSED ASI MASTER BUDGET 2015/2016

Description	OPERATIONS										STUDENT SERVICES							TOTAL
	2121	2101	2110	2123	2116	2104	2107	2102	2103	2111	2118	VP Student & University Affairs						
University Cost Recovery	Operations	General Student Programming	Media and Marketing	Gender Equity Center	LGBTQ Pride Center	Campus Activities Board	BOD	President	Executive Vice President									
Salaries: Prof Staff not incl ED	104,698		42,768	50,928	50,928	48,000	43,776						341,098					
Salary: Executive Director	99,918												99,918					
Benefits: Executive Dir 49%	48,960												48,960					
UARSC benefits: staff = 40%	41,879		17,107	20,371	20,371	19,200	17,510						136,439					
UARSC education benefit	9,600												9,600					
Salaries-Student Assistants	17,230		19,735	36,231	36,231	34,000		12,815	11,915			11,015	179,172					
UARSC benefit SA 4%	689		789	1,449	1,449	1,360		513	477			441	7,167					
UARSC Admin charge 8%	13,160		6,432	8,718	8,718	8,205	4,903	1,066	991			916	53,110					
Professional Development	4,500												4,500					
Travel	7,500												7,500					
Student Activities			16,500	23,310	23,310	99,485	29,589	1,000	38,629			7,150	27,550					
Office Equip/computers&copiers	900		1,200	6,228	6,888	1,500	1,200	300	300			300	254,497					
Telecommunications/Phones	6,000												6,000					
Auditing Expense	19,500												19,500					
Accounting,including ICR&SB8	126,923		2,250										129,173					
Postage/Mail	500												500					
Office Supplies	10,000												10,000					
Insurance-CSURMA	9,650												9,650					
Utilities/Custodial	18,920												18,920					
Membership Dues AOA	1,380												1,380					
Tax and License	750												750					
REQUESTED EXPENSES	145,843	396,814	106,186	147,236	147,896	211,750	104,878	19,694	53,312	24,342	1,377,000							

BOD Total 202,226

Projected Revenue	1,377,000
Projected Expenses	1,377,000
Remainder	0

Total Student Services Budget	834,343	61%
Total Operations Budget	542,657	39%
TOTAL	1,377,000	



Associated Students, Inc.


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

Established 1991

MEMORANDUM

DATE: April 24, 2015

TO: Linda Hawk
Vice President, Finance and Administrative Services

FROM: Rodger D'Andréas
Executive Director, Associated Students, Inc 

RE: Associated Students, Inc. (ASI) Proposed Budget for FY 2015-2016

On March 20, 2015 the ASI Board of Directors approved a proposed budget for Associated Students, Inc. for FY 2015-16. This budget was previously passed and recommended to the Board of Directors by the ASI Finance Board. On April 16, 2015, the University Budget Review Committee reviewed and agreed with the Board's approved budget. A cross-divisional committee convened by ASI, the University Budget Review Committee included Katy Rees (Finance and Administrative Services), Bridget Blanshan (Student Affairs), Jay Franklin (Lecturer, First-Year Programs), Sean Briner (University Advancement), Saul Serano (ASI Vice President of Finance and Student Representative), and Deb Fritsvold (ASI Manager of Operations).

Associated Students, Inc. based its budget allocation on five primary guiding principles: 1) Maximize opportunities for student employment; 2) Phase in mandatory increases in minimum wage; 3) Hold operational costs under 50% while meeting the requirements of a non-profit auxiliary of the CSU; 4) Increase funding for direct student services; and 5) Ensure that funding for new ASI initiatives and increases to existing initiatives is available. The majority of the changes to the revenue projection for FY 2015-16 are the result of a correction in revenue estimate based on changes in the Extended Learning fee policy structure and ASI's data collection process. Of the \$76,000 additional revenue projected for FY 2015-16, \$45,850 was allocated to the Student Services budget, with a net increase of \$30,150 in the Operations budget.

Highlights of specific changes to the FY 2015-16 budget include:

- Correction of estimated revenue:** The change in the Extended Learning fee structure prompted ASI to adjust its EL revenue estimates, changing the data collection method used to anticipate next year's revenue.
- Increase in ASI professional staff and student employee salary and benefits:** This includes a three percent General Salary Increase (GSI) for ASI professional staff, an increase in time base for one professional staff from part-time to full-time, an increase in minimum wage for student employees and some professional staff, and an estimated two percent increase in both State and UARSC benefit packages. Other factors include a decrease in the number of ASI Executive Officers from five to three, resulting in savings of approximately \$17,000. (Overall, these changes created a net increase of \$37,257 in salaries and benefits.)
- Increase in student programming budget** to fund new and/or increase existing initiatives such as potentially hosting CSSA; an increase in ASI marketing/promotional items in support of events such as the 25th Anniversary celebration; funds for national speakers in support of the LGBTQA Pride Center and Gender Equity Center; sponsorship of a large scale campus event; and an increase in night and weekend programming as part of the Tukwut Life campus-wide initiative. The funding of these new initiatives and/or increases to existing initiatives resulted in a net increase of \$27,024 in student programming.

The ASI proposed budget for FY 2015-2016 is attached for your consideration and approval by President Haynes. Please feel free to contact me with any questions or concerns.