

Internal Operations Committee 2019-2020

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

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

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:30pm	Mariana Rosales Executive Vice President Chair
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 Executive Vice President Chair
03	Recognition of Guests Jaelyn Freeman, Alexandria Hernandez, Jake Northington, Faith Garcia, Nayeli Gonzalez, Ashley Fennell	Mariana Rosales Executive Vice President Chair
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 Executive Vice President Chair
05 Action	Approval of Minutes Keith motions to approve minutes Inique -2 nd None opposed, abstained Motion carries.	Mariana Rosales Executive Vice President Chair
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. Citied 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 Executive Vice President Chair
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 FY 19-20 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 Executive Vice President Chair

08	Overview of ASI Budget	Mariana Rosales Executive Vice
Information	Description: Present current ASI budget summary.	President
	Fiscal Impact: No	Chair
	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.	
09	Overview of Budget Guiding Principles	Mariana Rosales
nformation	Description: Present current guiding principles and explain the	Executive Vice
	principles taken to create the budget.	President
	Fiscal Impact: No	Chair
	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.	
10	Removal of Michelle Tran	Kenny Tran
nformation	Description: Due to Article 10, Section 6 of the ASI Bylaws, IO	ASI President
	must consider the membership of Michelle Tran being unable	
1	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	
ĺ	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.	
1		

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

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

of California State University San Marcos

Annual Budget 2019 - 2020

Associated Students, Inc of CSUSM

ASSOCIATED STUDENTS, INC (ASI)

Budget Call Timeline for Fiscal Year 2019/2020

DATE	DESCRIPTION
	Present the Fiscal Year 2019-2020 budget timeline at the Internal Operations (IO) Committee meeting as
Friday, February 8, 2019	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.
	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI
	Master Budget for Fiscal Year 2018-2019. All departments should have a representative in attendance to
Friday, March 8, 2019	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	10 meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th.
F riday, April 26, 2019	BOD meeting reserved for budget adjustment if needed.
	ASI memo, 19-20 approved budget, Budget narrative, signed BOD minutes due to President Haynes for
Friday, April 26, 2019	signature.

Draft Budget for Internal Operations Committee | April 19, 2019

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. provides; such as costs of copy 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.

Associated Students, Inc of CSUSM

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	Food Pantry \$ -	- \$	· \$		\$ 66,809	\$ 33,596	\$ 132,101	
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Reserves		17	17-18 actuals		Notes	
	Working Capital & current		\$ 378 708 16			
	Capital Equipment &					
	Acquisition	Ş	\$ 60,000.00		2 1/22 computer refresh	
	Planned Future Growth	5 5	3140,100.00		21/2230 year celebration, 22/23 expansion of the pantry to Well ness and Rec Building	
	RESERVES TOTAL	\$ 5	\$ 528,898.16			

Draft Budget for Internal Operations Committee | April 19, 2019

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DeptID		2101 - Operations						
	i		17/18		18/19		. 19/20	
Account #	Code	Account Description	Appr oved Budget	∢	Approved Budget	7 8	Proposed Budget	Notes for 19/20
613808	16803	Salaries- Prof Staff - Business Service Specialist	\$ 183,280	ŝ	53,000	Ş	62,000	
613808	16803	Benefits - Prof Staff: Business Service Spealist	\$ 90,702	ŝ	21,200	Ş	24,800	
613808		General Salary Increase adjustments (GSI)	, Ş	Ŷ	13,144	ş	17,700	GSI up to 3% and/or COLA for six professional staff per annual performance ev aluation
601201	16803	Salary- Executive Director	\$ 76,902	Ŷ	110,000	ş	116,000	
613808	16803	Benefits: Executive Director	\$ 31,094 \$	ŝ	44,000 60,000	s v	46,400	
613808		Corp Education Benefits	009,6 \$		6,400	\$	6,400	Educational reimbursement benefit (1 professional staff)
613808	16804	Salaries -Student Assistant	\$ 19,331	ŝ	18,000	ş		For 19/20 moved to general student programs
613808	16804	Benefits -Student Assistant (4%)	\$ 773	ŝ	720	ŝ		Moved to general student programs
613816		Corp Admin charge 8%	\$ 12,148	Ŷ	14,736	ş	19,936	
660858		Professional Development	000'6 \$	ŝ	7,350	ş	7,350	\$825 per staff, \$1200 per semester for staff training
606001		Svstemwide Travel	\$ 7 500	v	000 8	v	8.000	CSUnity (2), CHESS (2), AOA (3), ASUREC (2), SD Advisors (2)
660847		Student Activities		_	700	•		Moved to general student
660835		Office Equipment and Computers			600	v	600	2 Computers: ED & Business Service Specialist
604001		Telecommunications/Phones	9	-	6,000	ŝ	6,000	-
613810		Auditing Expenses	\$ 20,000	ŝ	20,000	ş	20,000	Contracted with Aldrich (Outside Auditing Firm)
660001		Postage/Mail	\$ 500	Ş	500	Ş	500	
660003		Office Supplies	\$ 11,500	Ŷ	11,500	Ş	10,000	Toner, paper, water, copier, general office suplies for offices, kitchen
660010		Insurance/CSURMA	\$ 10,668	Ş	9,095	Ş	9,000	
660805		Membership Dues	\$ 2,000	-	2,500	ş	2,500	AOA, NACA
						×		BOD desk chairs, address suite configurations for ADA Compliance, lighting above Chief
660822		Uffice Moves/relocation/setup	\$ 3,000	_	3,000	<u>~</u> •	7,000	of Staff area
660851		Legal Bank Charmes	, , ~ ~	Λv	5,000	n v	3,000	
TCONDO			°	r	000/c	r v	-	Student Affairs Contribution
		TOTAL	\$ 495,098	ŝ	420,445	\$	372,186	

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

	0007	1114	1	00100
Parking Passes for all 18 positions	\$555	9/95	ሉ	12,168
Scholarships for 14 BOD officers (Not Execs positions)	\$500	\$1,000	ş	14,000
Hosting CSSA in September 2019			ŝ	7,000
BOD Training for Fall and Spring			ş	3,500
BOD wide events and support for existing initiatives			ŝ	4,000
		Total	s	40,668

Draft Budget for Internal Operations Committee | April 19, 2019

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DeptID	2103 - A	2103 - ASI President				
			17/18	18/19	19/20	Notes for 19/20
	Class		Approved	Approved	Proposed	
Account # Code	Code	Account Descriptions	Budget	Budget	Budget	
613808	16804	Salaries-SA	\$ 15,000	\$ 15,500	\$ 13,530	
613808	16804	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	

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

Associated Students, Inc of CSUSM

0								
0			1	17/18	18/19			
	Class		Ap	Approved	Approved		19/20 Proposed	
Account # Codes	codes	Account Descriptions	8	Budget	Budget		Budget	Notes for 19/20
613808 1	6803	16803 Salaries- Prof Staff	Ş	46,350	\$ 52,008		\$ 52,443	
613808 1	16803	Benefits- Pro Staff	Ş	18,540	\$ 20,803		\$ 20,977	
613808 1	6803	16803 Salary -Grad Assistant	Ş		\$ 12,980	_	\$ -	Position not filled.
613808 1	16803	Benefits -GA 12%	Ş		\$ 1,558		- \$	
								Outreach specialist line moved to
613808 1	L6804	16804 Salaries-Student Assistants	Ş	52,493	\$ 50,080		\$ 50,425	50,425 MCT (\$8,707.50)
613808 1	16804	Benefits- SA 4%	Ş	2,100	\$ 2,003	33 \$	2,017	
613816 1	16803	Corp Admin charge 8%	Ş	9,559	\$ 11,155	_	\$ 10,069	
660842		Student Activities				~,	\$ 8,000	Moved from Administration
1	10701	Novelty and Variety	Ş	20,000	\$ 20,000		\$ 22,500	\$2,500 moved from OTR
1	10702	Administration	Ş	6,000	\$ 8,000	00		
1	10703	The Ball	Ş	15,000	\$ 10,000	_	\$ -	Moved to Pride and Traditions
1	10704	Community Service	Ş	9,000	\$ 7,000	00	7,000	
1	0705	10705 On The Road	Ş	10,000	\$ 10,000	_	\$ 7,500	Reduced to support Temecula only
1	10706	TLAN	Ş	7,000	\$ 5,000	_	\$ 5,000	
1	10707	Cougar Pride & Traditions	Ş	21,000	\$ 21,000		\$ 31,000	
1	10711	Alternative Spring Break (ASB)	Ş	15,500	\$ 15,500		\$ 15,550	
1	10713	Marketing	Ş	4,500	\$ 4,500		- \$	Moved to MCT Budget
								6 computers: 5 student, 1 staff
660835		Office Equip/computers	ŝ	1,500	\$ 1,800	_	\$ 1,800	(Student Engagement Coordinator)
						-		
		TOTAL	Ş	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	Total for 1 specialist	\$7,605.00	
CAB Specialist -						
Second Year with						
ASI	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	
			Totalfor	Total for 4 specialist	\$31,470.00	
CAB Specialist -						
Third Year with						
ASI	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	Total for 1 specialists	\$11,350.00	
		¢	H C		00 100 100	
		3	CAB Lemecula		00.509(/¢	
		0	CAB Second Year		\$31,470.00	
		J	CAB Third Year		\$11,350.00	
		Ĕ	Total student wages	ges	\$50,425.00	

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2.7.1137 2.7.1137 2.2.34.05 assumes 3% COLA 2.2.34.10 assumes 3% COLA 2.1.34.10 assumes 3% COLA 1.1.34.10 assumes 3% COLA 1.1.34.10 assumes 3% COLA 2.1.34.10 assumes 3% COLA 2.2.700 stanting 2.2.700 stantures and MACI 2.2.700 stantures and MACI	Supervise Supervise 5 2,2,3,4,61 3 5 2,2,3,4,61 1 5 2,2,3,4,61 1 5 2,2,3,4,01 1 6 1,2,3,34 1 7 2,2,3,4,01 1 6 2,2,3,4,01 1 7 2,2,13,4,01 1 7 2,1,2,3,55 5 1,2,3,55 5 1,2,3,55 5 2,6,000 5 2,6,000 5 5 6 3,2,000 5 5 6 3,2,000 5 5 6 3,2,000 5 5 6 3,2,000 5 5 6 3,2,000 5 5 6 3,2,000 5 5	21/ 221/ 221/ 221/	20/11/en3 5 2/01/194 5 2/07/194 5 2/07/194 5 11/005 5 2/000 5 2.2/00 5 2.2/00	- 20/ - 20/ - 20/ - 20/ - 20/	19/20 Year 2 5 67/203 5 2681.150 5 2011.59 5 2011.59 5 10.584 5 10.584 5 2.700 5 3.249 5 3.249	ده ده ده ده ده ده ده ده ده ده ده ده ده د	134/97/emt 138 138/19/emt 139 5 268/11/20 5 5 268/11/20 5 5 1,1,500 0 5 1,1,600 5 5 1,1,600 5 5 1,1,600 5 5 1,1,600 5 5 1,1,600 5 5 1,1,600 5 5 2,004 5 5 2,002 5 5 3,204 5 5 2,004 5 5 2,005 5 5 3,204 5 6 3,240 5 6 2,700 5 6 2,700 5		11/18 Budget 5 565,137 5 2605,137 5 26034,80 5 1,546,16 5 1,0719 5 3,000 5 3,249 5 3,249 5 3,249	11/1 5 5 5 5 5 5 5 5 5 5 5 7/1 5 7/1 5 7/1 5 5 5 5 5 7 7/1 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	mod Spart (without ED) more Spart (without ED) exercities (without ED) exercities (stability) (a) 12% (a) 12% (b) 12% (c) 12%
Hetresh regu	13,000 H	s	•	Ŷ	•	ŝ	·	Ŷ	•	Ŷ	Computer Refresh
		ſ		ł				1		1	
\$300 per compu computers and 1	3,249 0	ŝ	3,249	ŝ	3,249	ŝ	3,249		3,249	Ş	660835 Office Equip/copiers
	2,700	\$	2,700		2,700	ŝ	2,700		2,700	ŝ	660835 O ffice Equip/computers
							825	Ş			Professional Development
	26,000	ŝ	26,000	ŝ	26,000	ŝ	26,000	ŝ	26,000	ŝ	660842 Student Activities
	11,335	ŝ	11,005	ŝ	10,684	Ş	11,622	ŝ	10,719	ŝ	613816 UARSC Admin charge 8%
	1,619.16	ŝ	1,572.00	ŝ	1,526.21	ŝ	1,482.00	ŝ	1,646.16	ŝ	613808 UARSC benefit SA 4%
increases by 3% starting 19/20 to adjust for mini wage increases		\$	39,299.98	ŝ	38,155.32	ŝ	37,044		41,154	ŝ	613808 Salaries-Student Assistants
							1,380.00	Ş		L	Benefits - GA 12%
							11,500.00	Ŷ			Salaries - GA
assumes 3% COLA	2,134.10 a	ŝ	2,071.94	_	2,011.59	ŝ					Cost of Living Adjustments (3%)
	28,454.61	ŝ	27,625.84	ŝ	26,821.20	ŝ	26,821.20	Ş	26,054.80	ŝ	613808 Pro Staff Benefits (without ED)
	71,137	ŝ	69,065	ŝ	67,053	ŝ	67,053	ŝ	65,137	ş	613808 Salaries: Prof Staff (without ED)
	4 IPAL 77	21/		20/		19/2		18	18 Budget	17/:	Account Descriptions

Pride Totals				
	18/19 Year 1	19/20 Year 2	20/21 Year 3	21/22 Year 4
Scenario 1	100% ASI	70/30	30/70	100% CSUSM
ASI Contributions	\$ 189,676	\$ 124,741	\$ 54,776.50	•
CSUSM Contributions	۔ \$	\$ 53,460	\$ 127,812	\$ 200,108

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_	Γ
(GEC)	
Center	
Equity	
5 - Gender	
2116	ŀ
tīD	
Dep	L

Notes			1,655 assumes 3% COLA increases			increases by 3% starting	19/20 to adjust for minimun	40,479 wages increases					\$300 per computer (6 PC	1,800 computers)	Refresh required 21/22		
21/22 Year 4	55,175	22,070	1,655 8					40,479	1,619	9,547	26,000			1,800		3,249	161,595
20/21 Year 3 21	\$ 53,568 \$	\$ 21,427 \$	\$ 1,607 \$					\$ 39,300 \$	\$ 1,572 \$	\$ 9,269 \$	\$ 26,000 \$			\$ 1,800 \$, \$	\$ 3,249 \$	\$ 157,793 \$
19/20 Year 2 2	\$ 52,008	\$ 20,803.20	\$ 1,560					\$ 38,155	\$ 1,526	\$ 8,999	\$ 26,000			\$ 1,800	•	\$ 3,249	\$ 154,101
18/19 Year 1	\$ 52,008	\$ 20,803		\$ 11,500	\$ 1,380			\$ 37,044 \$	\$ 1,482	\$ 9,937	\$ 26,000	\$ 825		\$ 1,800	- \$	\$ 3,249	\$ 166,028
17/18 Budget 1	\$ 47,277	\$ 18,911						\$ 41,154	\$ 1,646	\$ 8,719	\$ 26,000			\$ 1,800	÷	\$ 3,249	\$ 148,756
Account Descriptions	613808 Salaries: Prof Staff (without ED)	613808 Pro Staff Benefits (without ED)	Cost of Living Adjustments (3%)	Salaries - GA	Benefits - GA 12%			613808 Salaries-Student Assistants	613808 Corporation benefit SA 4%	613816 Corporation Admin charge 8%	Student Activities	660858 Professional Development		660835 Office Equip/computers	Computer Refresh	660835 Office Equip/copiers	Total
Account #	613808	613808						613808	613808	613816	660842	660858		660835		660835	

GEC Totals							
		10001	19/	20 Year 2	20/21 Year 3	e	21/22 Year 4
Scenario 1		ICH % OUT		70/30	30/70		100% CSUSM
ASI Contributions	ŝ	166,028	ŝ	107,871	\$ 47,338	38 \$	•
CSUSM Contributions	ŝ	•	ŝ	46,230	\$ 110,455	55 \$	161,595

Pride and GEC Totals

	1000/ 05	19/	9/20 Year 2	20/.	20/21 Year 3	21/22 Year	4
Grand Totals - Scenario 1	ICH %/OUT		70/30	,	30/70	100% CSUSM	5
ASI Contributions	\$ 355,705	ŝ	232,612	ŝ	102,114	\$	
CSUSM Contributions	,	ŝ	99,691	ŝ	238,267	\$ 361,703	703

*Notes: 18-19 ASI BOD approved scenario 1 for the Pride and GEC centers transition.

Associated Students, Inc of CSUSM

Dept ID		2108 - Media & Marketing				
			17/18	18/19	19/20	
	Class		Approved	approved	proposed	
Account #	Code	Account Descriptions	Budget	Budget	Budget	Notes 2019/2020
613808	16803	16803 Salaries - Prof Staff	\$ 44,932	\$ 50,000	\$ 49,920	
613808	16803	Benefits -Pro Staff	\$ 17,973	\$ 20,000	\$ 19,968	
						CAB Outreach Specialist
613808	16804	Salaries-Student Assistants	\$ 34,856	\$ 37,352	\$ 53,370	line moved
613808	16804	Benefits SA 4%	\$ 1,394	\$ 1,494	\$ 2,135	
613816	16803	Corp Admin charge 8%	\$ 7,932	\$ 8,708	\$ 10,031	
						Printing moved to ASI
660842		Student Activities	\$ 23,000	\$ 6,484	\$ 3,000	Operational Supplies
						1/2 CAB Outreach
						budget moved to this
660842	10801	Cougar Pride Swag	; \$	\$ 10,000	\$ 12,250	line
660842	10802	ASI Operational Supplies	- \$	000′6 \$	\$ 11,500	
		MCT Equipment	- \$	- \$	\$ 5,000	
						1/2 CAB Outreach
						budget moved to this
		Outreach and Volunteer Programs	\$ -	\$ -	\$ 2,250	line
						7 computers: 6 students,
						1 staff (Media and
660835		Office Equip/computers	\$ 1,800	\$ 2,100	\$ 2,100	Comm Coordinator)
		TOTAL	\$ 131,887	\$ 145,138	\$ 171,524	
MC Snarialist -	iet .					

MC Specialist-First Year with ASI summer fall spring

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	Total \$7,845.00	
			Total for	Total for 1 specialist \$7,845.00	\$7,845.00	
MC Specialist -						
Second Year with						
ASI	Rate		Weeks	Hours	Total	
summer		\$12.00	00	15	\$1,440.00	
fall		\$12.25	19	15	\$3,491.25	
spring		\$13.25	19	15	\$3,776.25	

Second Year with				
ASI	Rate	Weeks	Hours	Total
summer	\$12.00	00	15	15 \$1,440.00
fall	\$12.25	19	15	\$3,491.25
spring	\$13.25	19	15	\$3,776.25
			Total	Total \$8,707.50
		Total for	2 specialist	Total for 2 specialist \$17,415.00
MC Specialist -				
Third Year with	Rate	Weeks	Hours	Total
			;	

ASI	Rate		weeks	HOULS	OCA
summer		\$12.00	00	15	\$1,440
fall		\$12.25	19	15	\$3,491
spring		\$13.25	19	15	\$3,776
				Total	Total \$8,707
			Total for	Total for 2 specialist \$17,415	\$17,415
MC Specialist -					
Third Year with	Rate		Weeks	Hours	Total
summer		\$12.25	00	20	\$1,960
fall		\$12.50	19	15	\$3,562

8 20 \$1,960.00 19 15 \$3,552.50 19 15 \$3,847.50 **Total for 3 specialists \$28,110.00** \$13.50 spring

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\$7,845.00 \$17,415.00 \$28,110.00 **\$53,370.00**

MCT First Year MCT Second Year MCT Third Year Total Student Wages

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			Notes for 19/20	Full time Student Orgs	Accounts/Project Specialist		Full time staff - Associate Director		Front desk student salaries			700 Front desk training	All ASI Summer Retreat, Mid-Year	t				Agreement sunsets in 21/22		A new dept ID was created in	18/19 to better track expenses	associated with Festival 78	3 computers: 2 staff (Associate	Director and Orgs Acct/Proj	Specialist) and 1 student	
			Notes	Full tin	Accou		Full tin		Front (Front (All ASI	Retreat				Agree		A new	18/19	associ	3 com	Directo	Specia	
	19/20	Proposed	Budget		40,000	16,000	66,000	26,400	20,124	804.96	13,546	700		8,500		1,500	2,000	150,000	15,000						900	361,475
		ž			Ş	Ş	Ş	ŝ	ŝ	ŝ	ş	Ş		Ŷ	ŝ	ŝ	ŝ	Ş	Ş			Ş			ŝ	 Ş
	18/19	Approved	Budget		\$ 35,360	\$ 14,144			۔ ج	, Ş	\$ 3,960	\$ 10,000		\$ 7,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 150,000	\$ 15,000			\$ 100,000			\$ 1,300	\$ 342,264
mming	17/18	Approved	Budget		\$ 10,000	\$ 1,200			\$ 6,000	\$ 240	\$ 1,395			\$ 9,000		\$ 2,000	\$ 2,206	\$ 150,000	\$ 20,000			\$ 125,000			\$ 1,300	\$ 328,341
2110 - General Student Programming			Account Description		Salaries: Prof Staff	Benefits: Prof staff	Salaries: Prof Staff	Benefits: Prof staff	16804 Salaries-Student Assistant	Benefits - SA 4%	Corp Admin charge 8%	Student Activities		ASI Retreats	Community Centers Training	LEAD	11003 Social Justice Summit	11004 24/5 Library	Susta inability			Large Scale Events			Office Equip/computers	TOTAL
		Class	Code		16803	16803	16803	16803	16804	16804				11001		11002	11003	11004	11007			11005				
Dept ID		-	Account #		613808	613808	613808	610838	613808	613808	613816	660842													660835	

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- 5	2	A second s
1	5	

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

Hours Weeks 13 13.50 Rate ŝ Front Desk -Returning with ASI summer fall spring

Total	1,228.50	3,334.50	3,211.00	7,774.00	20,124.00
	ŝ	ŝ	ŝ	ŝ	ŝ
Hours	7	13	13 \$	Total for 1 Specialist	Fotal Student Wages \$ 20,124.00
Weeks	13	19	19	Total for :	T otal S tud
Rate	13.50	13.50	13.00		
	Ŷ	Ş	Ş		

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Associated Students, Inc of CSUSM

Dept ID	2111- E)	2111- Executive Vice President				
			17/18	18/19	19/20	
	Class		Actuals	Approved	Proposed	
Account #	Code	Account Descriptions	Budget	Budget	Budget	Notes for 19/20
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	\$ 1,000	\$ 1,000	\$ 1,000	
660842		Student Activities				
	11103	Student Emergency Fund (SEF)	\$ 12,000	\$ 12,000	Ş	15, 750 Funds for 63 students @ \$250 each
	11104	ASI Leadership Fund (ALF)	\$ 39,500	\$ 35,000	\$ 35,000	
660835		Office Equip/computers	\$ 300	\$ 300	\$ 300	300 1 computer: student
		TOTAL	TOTAL \$ 68,525	\$ 64,586	\$ 66,326	
Executive VP	▲	Rate	Weeks	Hours	Total	
summer (June - Aug)	ne - 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	

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			17/18	18/19	19/20	
Class	ss		Approved	Approved	Proposed	
Account# Code		Account Descriptions	budget	budget	Budget	Notes for 19/20
613808 16804		Salaries-Student Assistants	\$ 14,000	\$ 14,500	\$ 12,710	
613808 16804		Benefits SA 4%	\$ 560	\$ 580	\$ 508	
613816	ē	Corp Admin charge 8%	\$ 1,165	\$ 1,206	\$ 1,057	
606001	Tra	Travel	\$ 7,150	\$ 7,150	\$ 7,150	
660842	Stu	Student Activities	\$ 4,500	\$ 2,000	\$ 2,000	
11801	-	Lobby Corp		\$ 1,500	\$ 1,500	
660835	Off	Office Equip/computers	\$ 300	\$ 300	\$ 300	1 computer: student
		TOTAL	\$ 27,675	\$ 27,236	\$ 25,226	

Total	1,860.00	\$5,270.00	5,580.00	12.710.00
Hours T	10	20 \$	20 \$	Total \$1
-	12	17	18	
Weeks		\$15.50	\$15.50	
Rate				
VPSUA	summer (June - Aug)	fall	spring	

Associated Students, Inc of CSUSM

Dept ID	Dept ID 2121 - University Cost Recovery	t Recover y				
		17/18	18/19			
		Approved	Approved		19/20 Proposed	
Account #	Account # Account Descriptions	Budget	Budget		Budget	Notes for 19/20
	University Indirect					
613814	Cost Recovery	\$ 52,914 <mark>\$</mark>	\$ 66,423 <mark>\$</mark>	23	\$ 22,186	
	Business & Financial					
613814	Services MOU	\$ 87,085 <mark>\$</mark>	\$ 88,827 \$	27	\$ 96,039	
	Public Records					
613814	Request	\$ 5,000 <mark>\$</mark>	\$ 5,000	0		
	TOTAL \$	\$ 144,999	\$ 160,250 \$	00	\$ 118,225	

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Dept ID 2124 - ASI Chair and Chief of Staff

			17/18	18/19	19/ 20	
	Class		Approved	Approved	Proposed	
Account #	Code	Account Descriptions	Budget	Budget	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	

Hours	Total
10	\$1,860.00
20	\$5,270.00
20	\$5,580.00
	20 20

Associated Students, Inc of CSUSM

	Dept ID	2125 - C	2125 - Cougar Pantry				
Class F (Cold) Concord Descriptions (Cold) Approved (Cold) Proposed (Cold) Proposed(Cold) Proposed(Cold) P				17/18	18/19	19/20	
H Code Account Descriptions Budget Budget Budget 16804 Benefits SA4% \$ 3.3.05 \$ 7.1.16 \$ 3.3.05 16804 Benefits SA4% \$ 2.3.205 \$ 7.1.16 \$ 3.3.05 16804 Benefits SA4% \$ 2.3.05 \$ 1.3.05 \$ 1.3.05 16804 Benefits SA4% \$ 2.3.05 \$ 2.4.166 \$ 3.807 16804 Benefits SA4% \$ 5.508 \$ 2.4.166 \$ 3.807 16804 Benefits SA4% \$ 5.500 \$ 2.4.050 \$ 3.807 16804 Benefits SA4% \$ 5.500 \$ 2.4.050 \$ 3.807 15804 Dependent Activities \$ 5.500 \$ 2.4.050 \$ 3.800 12501 Operations \$ 5.000 \$ 2.3.000 \$ 3.0.000 12501 Operations \$ 5.000 \$ 2.0.000 \$ 3.0.000 12501 Operations \$ 5.000 \$ 5.000 \$ 4.000 12501 Operations \$ 5.000 \$ 5.000 \$ 5.000 12501 Operations \$		Class		Approved	Approved	Proposed	
16600 Stations-Student Assistants 5 32.05 5 32 32.05 5 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05 32.05	Account #	Code	Account Descriptions	Budget	Budget	Budget	Notes for 19/20
16600 Benefits SA 4% 5 528 5 1.126 5 1.234 16801 Benefits SA 12% 5 1.096 5 1.495 16801 Benefits SA 12% 5 1.096 5 1.495 16801 Benefits SA 12% 5 1.090 5 1.495 15801 Gorp Admin charge 8% 5 1.090 5 3.867 12502 Foulent Activities 5 5 5.0000 5 1.000 12501 Operations 5 - 5 5.0000 5 1.000 12501 Operations 5 - 5 5.000 5 4.000 12501 Operations 5 - 5 5.000 5 4.000 12501 Operations 5 - 5 5.000 5 5.000 12501 Operations 5 - 5 5.000 5 5.000 12501 Operations	613808	16804	Salaries-Student Assistants				
16600 Selary-Godume Assistant 5 1.430 16600 Benefits of 13% 5 1.090 5 3.870 16801 Corp Main Charge 6% 5 1.090 5 3.870 12010 Student Activities 5 5 5 3.000 5 3.000 121501 Operations 5 5 5 2.000 5 4.000 121501 Operations 5 5 5 2.000 5 3.000 121501 Operations 5 5 5 5 3.000 5 3.000 121501 Operations 5 <td>613808</td> <td>16804</td> <td>Benefits SA 4%</td> <td></td> <td></td> <td></td> <td></td>	613808	16804	Benefits SA 4%				
16804 Benefits GA12%. 1.090 5 1.490 16804 Benefits GA12% 5 1.090 5 3.867 2 Student Activities 5 5 5 3.67 5 3.67 12502 Foudent Activities 5 5 5 2.000 5 13.000 12503 Programming 5 5 5 5 0.00 5 3.000 12503 Programming 5 5 5 5 0.00 5 4.000 12503 Programming 5 5 5 5 5 0.00 5 4.000 12504 Optice Equip/computers 5 30 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 0.00 5 5 <t< th=""><td>613808</td><td>16804</td><td>Salary - Graduate Assistant</td><td></td><td></td><td></td><td></td></t<>	613808	16804	Salary - Graduate Assistant				
16803 Corp Admin chage 8% 5 1,000 5 3,000 12502 Foudent Activities 5 5,000 5 1,000 12501 Operations 5 5 5,0000 5 4,000 12501 Operations 5 - 5 2,000 5 4,000 12501 Operations 5 - 5 5,000 5 4,000 12503 Programming 5 - 5 6,000 5 4,000 12504 Optice Equip/computers 5	613808	16804	Benefits GA 12%				
Image: Section	613816	16803	Corp Admin charge 8%				
12502 Food 5 2 2 20000 5 13,000 12503 Operations 5 5 5 5,000 5 4,000 12503 Pogentining 5 5 5 6,108 5 4,000 12504 Operations 5 5 6,108 5 4,000 12504 Pogentining 5 5 6,108 5 4,000 1 Contraction butters 5 300 5 6,000 5 900 1 Provel 5	660842		Student Activities		- \$		
12501 Operations 5 5 6,000 5 4,000 12503 Programming 5 5 5,000 5 5,000 12504 Office Equip/computers 5 300 5 5,000 5 5,000 1 Office Equip/computers 5 300 5 5,000 5 5,000 1 Travel 5		12502	Food	- \$		13,000	Lower cost due to rescuing food for retailers
I 2503 Programming 5 5 5,000 5 5,000 I 2503 Offree Equip/computers \$ 300 \$ 900 \$ 900 I 2503 Travel \$ 300 \$ 900 \$ 900 I 2504 \$ \$ \$ \$ \$ \$ \$ \$ \$ I zovel \$ </th <td></td> <td>12501</td> <td>Operations</td> <td>- \$</td> <td></td> <td></td> <td></td>		12501	Operations	- \$			
Office Equip/computers 5 300 5 900 5 900 Travel \$		12503	Programming	\$ -		5,000	Cal Fresh Day, Hunger Awareness Week, etc.
Office Equip/computers \$ 300 \$ 900							3 computers: 1 in the Pantry, 2 in ASI suite
Travel 5 5 5,000 5 5,000 Total 5 6 5 3 5 6 6 8 3 3 100 10	660835		Office Equip/computers				for students
Travel \$ <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Visits to other food pantries, basic needs</td>							Visits to other food pantries, basic needs
TOTAL \$ 80,132 \$ 66,809 \$ 132,101 Chancellor's Office SB85 Grant \$ 0,132 \$ 66,809 \$ 132,101 Chancellor's Office SB85 Grant \$ 0,132 \$ 66,800 \$ 132,101 Food Insecurity fund - Giving \$ 2 \$ 40,000 \$ - Day Day \$ 2,132,001 \$ 132,101 ChanceUnity fund - Giving \$ 12,121 \$ 132,101	606001		Travel				conference
TOTAL \$ 80,132 \$ 66,809 \$ 132,101 Chancellor's Office SB85 Grant \$ 2 \$ 40,000 \$ - Food Insecurity Fund - Giving \$ 2 \$ 40,000 \$ - Day Chancellor's Office SB85 Grant \$ 5 \$ 40,000 \$ - Food Insecurity Fund - Giving \$ 2 \$ 2,162 \$ 132,101 Day GRANDTOTAL \$ 80,132.00 \$ 104,647 \$ 132,101							Commercial van, insurance, DMV
TOTAL \$ 80,132 \$ 66,809 \$ 1 Chancellor's Office SB8S Grant \$ 2 \$ 40,000 \$ \$ Food Insecurity Fund - Giving \$ 5 \$ 2,2,62 \$ \$ Day Chancellor's Office SB8S Grant \$ 5 \$ 5 \$ \$ Food Insecurity Fund - Giving \$ 5 \$ 2,2,62 \$ \$ \$ Day GRANDTOTAL \$ 80,332.00 \$ 100,647 \$ 1							registration, 1st year maintenance, CS US M
TOTAI \$ 80,132 \$ 66,809 \$ 132,101 Chancellor's Office SBS Grant \$ 20,132 \$ 66,809 \$ 132,101 Chancellor's Office SBS Grant \$ 20,132 \$ 66,809 \$ 132,101 Food Insecurity Fund - Giving \$ 10,000 \$ 2 > Day Chancellor's Market \$ 100,667 \$ 132,101							annual parking pass and gas
Chancellor's Office SBSS Grant \$ 40,000 \$ - Food Insecurity Fund -Giving \$ \$ \$ 2,162 > - > <			TOTAL				
Chancellor's Office SB85 Grant \$ \$ 40,000 \$ ~ Food Insecurity Fund - Giving							
d Insecurity Fund - Giving 5 (2,162) 5 (2,162) 6RANDTOTAL \$80,132.00 \$ 104,647 \$ 132,101	660842		Chancellor's Office SB85 Grant	\$ -			One-time grant
S (2,162) GRANDTOTAL \$ 80,132.00 \$ 104,647 \$ 132,101			Food Insecurity Fund - Giving				
\$ 104,647 \$					Ş		One-time funding
			GRAND TOTAL	\$ 80, 132.00	ş		

pecialist -	r with ASI
ntry SI	st Yea
Pa	늞

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

Pantry Specialist -

Second Year with							
ASI		Rate		Weeks	Hours		Total
summer	Ş		12.00	12	10 \$	ŝ	1,440.00
fall	Ş		12.25	19	15	ŝ	3,491.25
spring	Ş		13.25	19	15 \$	ŝ	
				Total f	Total for 1 specialist \$	ŝ	8,707.50
				Totalfo	Total for 2 specialists	ŝ	\$ 17,415.00
Graduate Student		Rate		Weeks	Hours		Total
summer	Ş		14.00	12	10 \$	ŝ	1,680.00
fall	Ş		14.00	19	20	ŝ	5,320.00
spring	Ş		14.25	19	20	ŝ	20 \$ 5,415.00
						ŀ	

Total	10 \$ 1,680.00	20 \$ 5,320.00	20 \$ 5,415.00	t \$ 12,415.00	\$ 15,690.00	\$ 17,415.00	\$ 12,415.00	\$ 33,105.00	\$ 12,415.00
Weeks Hours	12 10	19 20	19 20	Total for 1 Grad Student \$ 12,415.00	CP First Year	CP Second Year	CP Graduate Assistant	rotal Student Wages	rotal GA Wages
Rate	14.00	14.00	14.25		9	C	C	To	To
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Total Student Wages Total GA Wages

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Dept ID		2126 - Festival 78				
			17/18	18/19	19/20	
	Class		Approved	Approved	Proposed	
Account # Code	Code	Account Descriptions	Budget	Budget	Budget	N otes 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	Décor	\$ -	\$ 2,000	\$ 2,000	
		TOTAL		\$ 100,000	\$ 100,000	

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