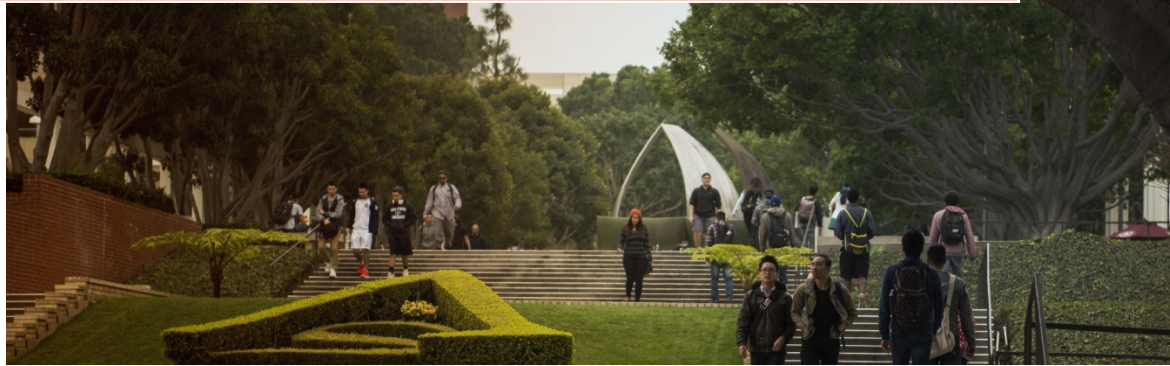


2016- 2017

Associated Students, Incorporated Consolidated Operating Budget



Division of Student Affairs
California State University, Long Beach

ASI MISSION AND GOALS

MISSION STATEMENT

Committed to the principle of student self-determination in the shared governance of the university, the Associated Students of California State University, Long Beach seeks to facilitate the achievement of students' educational objectives and life goals through programs, services, and facilities that advocate student needs and interests, compel student representation in campus decision-making, and provide students with the resources that they identify as necessary for their intellectual, social, and physical development.

GOALS

- To enable students to pursue learning objectives beyond the formal classroom setting, the Associated Students, Incorporated will provide a program of both professionally managed and self-directed student activities that complement the academic curriculum of the university and develop career-related skills.
- To ensure the effective participation of students in the shared governance of the campus, the Associated Students, Incorporated will provide leadership training and development opportunities that produce knowledgeable, ethical, and confident student leaders.
- To preserve the rich diversity of our student body, the Associated Students, Incorporated will provide programs that promote cultural awareness, enhance appreciation of human diversity, and encourage university practices that ensure educational access and equity.
- To aid in the development of a vibrant student community, the Associated Students, Incorporated will provide social and recreational programs that contribute to healthy lifestyles, create a sense of belonging, promote campus spirit, and cultivate an enduring regard for the university.
- To foster among students an appreciation for the value of volunteerism and community service, the Associated Students, Incorporated will provide both on- and off-campus programs that support and augment the public service efforts of the university.
- To help alleviate the economic hardship that pursuing a university education poses, the Associated Students, Incorporated will work both on- and off-campus to make affordable those goods and services necessary for satisfying students' consumer needs.
- To carry out the efficient and effective administration of human, financial and physical resources, the Associated Students, Incorporated will employ a professional workforce characterized by ingenuity, productivity, and commitment to student service; will maintain a modern and attractive physical plant capable of meeting student needs; and will demonstrate the highest ethical conduct and integrity in all its business dealings.

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2016-2017 CONSOLIDATED OPERATING BUDGET

INTRODUCTION

The 2016-2017 Consolidated Operating Budget for Associated Students, Incorporated (ASI) includes the operating budgets for two discrete funds supported by the Associated Students (AS) fee and the University Student Union (USU) fee, respectively. The budget proposes expenditures of \$16,429,596, an increase of \$603,082. The Associated Students Board of Control approved the Associated Students budget proposal on April 5, 2016. The University Student Union Board of Trustees approved the University Student Union budget proposal on Friday, April 8, 2016. The 2016-2017 Consolidated Operating Budget received final approval from the AS Senate/Board of Directors at its regularly scheduled meeting on May 4, 2016.

REVENUE AND SUPPORT

REVENUE FROM STUDENT FEES

ASSOCIATED STUDENTS FEES

The 2016-2017 Associated Students budget includes net revenue of \$4,562,444 in AS fees based on enrollment projections provided by the CSULB Office of Budget and University Services. This represents an increase of \$66,289 over the amount adopted for 2015-2016. The growth in revenue is attributable to a minor increase in enrollment. Table 1 below provides an accounting for the revenue generated.

	Summer '16	Fall '16	Spring '17
Enrollment Data			
Gross Headcount Enrollment	5,671	37,368	35,041
Financial Data			
Collections	\$255,195	\$2,242,080	\$2,102,460
Less: Fee Waivers	(2,250)	(17,490)	(16,028)
Less: Bad Debt/Disenrollment	(311)	(626)	(587)
Total Fee Income by Session	\$252,634	\$2,223,964	\$2,085,845
Projected Annual Fee Income			\$4,562,444

Table 1 Enrollment and AS Fee Income Projection

UNIVERSITY STUDENT UNION

The University Student Union budget includes net revenue of \$13,890,448 in USU fees. From this amount, \$6,344,600 is apportioned to provide for payment of debt service, Chancellor's Office overhead, and contributions to reserve accounts. The remaining balance of \$7,625,848 represents an increase of \$543,241 over the 2015-2016 adopted budget. In addition to enrollment growth, this increase results from an inflation-based increase in the USU fee of \$4 per semester and \$3 for summer session. Table 2 on the

following page provides an accounting for the revenue generated from the USU fee and its subsequent application.

	Summer '16	Fall '16	Spring '17
Enrollment Data			
Gross Headcount Enrollment	5,671	37,368	35,041
Financial Data			
Collections	\$776,927	\$6,838,344	\$6,412,503
LESS: Fee Waivers	(8,414)	(65,329)	(59,304)
LESS: Bad Debt/Disenrollment	(242)	(2,083)	(1,954)
Total Fee Income by Session	<u>\$768,271</u>	<u>\$6,770,932</u>	<u>\$6,351,245</u>
Projected Annual Fee Income			\$13,890,448
PLUS: Income from Investment of CSULB-Held Funds			80,000
LESS: Debt Service			(5,325,081)
LESS: Chancellor's Office Overhead			(55,000)
LESS: Transfer to Reserve for Repair and Replacement			(584,234)
LESS: Transfer to Reserve for Catastrophic Event			(380,285)
LESS: Transfer to General Reserve-Debt Service			(\$0)
Projected Annual Fee Income Available for Allocation			\$7,625,848

Table 2 Enrollment and USU Fee Income Projection

SUPPORT FROM OPERATIONS

In addition to income from mandatory student fees, the Associated Students anticipates the generation of \$2,247,824 in income from operations, a slight decrease of 2.46%. This is the result of projected decreases in revenue from grants and contracts, specifically the discontinuation of the Los Angeles Universal Preschool Grant, which is addressed later in this document.

The University Student Union expects to generate approximately \$1,993,480 in income from operations, an increase of 4.1%. This increase is the result of an increase in non-taxable sales and in lease income from CSULB-occupied spaces in the USU facility. On the contrary, income from recovered expenses, taxable sales, and facility rentals has decreased.

Figure 1 on the following page provides a chart illustrating ASI's sources of operating income.

Source	2015-2016 Total	2016-2017 Total	Variance	Percent Change
Contributions and Donations	\$ 33,500	33,500	-	0.00%
Government Grants and Contracts	584,869	414,328	(170,541)	-29.16%
Recovered Expense/User Charge	1,638,900	1,534,033	(104,867)	-6.40%
Indirect Cost Recovery	558,727	603,883	45,156	8.08%
Non-Taxable Sales	684,804	664,500	(20,304)	-2.96%
Taxable Sales	40,125	35,625	(4,500)	-11.21%
Lease Income	287,891	409,466	121,575	42.23%
Equipment Rental	68,000	69,500	1,500	2.21%
Facility Rental	155,500	136,000	(19,500)	-12.54%
Investment Income	132,440	126,773	(5,668)	-4.28%
Other	35,000	213,696	178,696	510.56%
Total	\$ 4,219,756	\$4,241,304	\$21,548	0.51%

Table 3 Combined Sources of Income from Operations

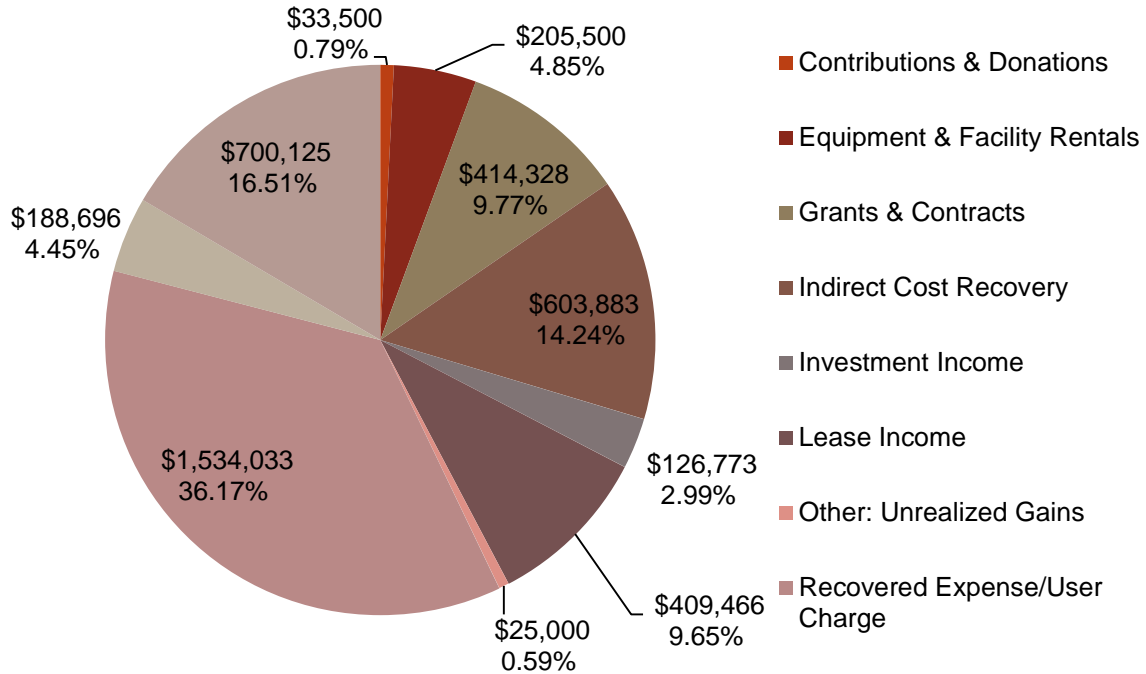


Figure 1 Composition of Income from Operations

EXPENSES

PERSONAL SERVICES

The total budget for personal services has increased by 3.02% compared to the current year's budget. Full-time payroll has increased by 1.03%. Part-time payroll has increased by 0.27% as a result of the \$0.50 per hour increase in the California minimum wage, effective January 1, 2017. Full-time benefit expenses have increased by 10.49%, primarily due to an across-the-board increase in health insurance premiums for both our Kaiser and Anthem Blue Cross health plans. Part-time benefit expenses have increased by 13.79%, driven by the increase in wages as well as an increase in worker's compensation insurance rates for staff engaged in manual labor and recreational services.

Line Item	2015-2016	2016-2017	Difference	Percent Change
Full-Time Payroll	3,753,464	3,791,950	38,486	1.03%
Part-Time Payroll	2,881,906	2,889,669	7,763	0.27%
Full-Time Benefits	1,896,516	2,095,554	199,038	10.49%
Part-Time Benefits	114,503	130,295	15,792	13.79%
Total	\$8,646,389	\$8,907,468	\$261,079	3.02%

Table 4 Combined Personal Service Costs

POSITIONS

The budget provides for an increase of one full-time staff member in the University Student Union budget, a Fitness Coordinator in the Student Recreation and Wellness Center. The Special Projects Coordinator continues to be included in the budget as a temporary, full-time position to assist with long-standing administrative projects for the corporation. There are no staff additions for the Associated Students.

SALARIES

The 2016-2017 operating budget includes no provisions for cost-of-living or merit-based salary increases for full-time positions.

STUDENT ASSISTANT WAGES

The budget includes \$2,889,669 for student assistant and part-time payroll. The minimum wage increase noted above has been included in the operating budget for each department. Funding for student assistant merit increases has not been included in the budget.

ASI has formally adopted the CSULB Student Assistant/Work-Study Salary Schedule that became effective January 1, 2016 and will continue to follow that schedule once it is revised for the increase on January 1, 2017.

MANDATED BENEFITS

Unemployment Insurance rates are expected to remain flat for fiscal year 2016-2017, while Workers' Compensation rates for workers performing manual labor are expected to increase by 4.4% based on modified rates. Rates for employees performing recreational duties are expected to increase by 5.65%. Employer contributions for FICA and Medicare have been budgeted at 7.65% of applicable wages.

DISCRETIONARY BENEFITS

Based on information provided by our insurance providers, we anticipate increases of 15% in our Anthem HMO and PPO medical insurance premiums for the third and fourth quarters of fiscal year 2016-2017. Our Kaiser HMO medical insurance premiums are likewise expected to increase by 12%. Vision, dental and life insurance premiums will not increase since ASI is under a multi-year contract. ASI's contribution for employee and dependent coverage has been budgeted at the corresponding contribution rate for CSU employees.

The budget for the University Student Union includes \$105,610 for the payment of medical and dental benefits for nine retirees. The budget for Associated Students also includes \$11,158 for the payment of medical and dental benefits for two retirees.

ASI has withdrawn from the PERS medical insurance program and discontinued its provision of retiree health benefits for employees hired on or after January 1, 2013. The corporation has also established trust accounts into which funds are being deposited for the purpose of funding this liability in future years. The 2016-2017 operating budget includes a \$100,000 contribution to these accounts from the University Student Union.

PENSION BENEFITS

The proposed budget allows for ASI's continued participation in the Public Employees' Retirement System (PERS). ASI will continue to deduct mandatory employee contributions from each salaried employee's semi-monthly paycheck. As in the past, ASI will pick-up the first \$50 of each employee's contribution amount for those hired before January 1, 2013. This results in an annual benefit expense of \$30,600 that has been included in the budget. ASI will also pay employer contributions to PERS at the rate of 19.814% of Tier 1 wages, 9.97% of Tier 2 wages, and 6.938% of wages for those employees who are subject to the Public Employee Pension Reform Act (PEPRA). The total expense for pension contributions is \$525,632.

OPERATING EXPENSE AND EQUIPMENT

Object of Expenditure (listed alphabetically)	2015-2016	2016-2017	Variance	Percent Change
Advertising/Promotions	109,982	113,890	3,908	3.55%
Assigned Contingency	740,640	718,360	(22,280)	-3.01%
Audit Fees	47,838	49,300	1,462	3.06%
Building Occupancy	110,151	113,635	3,484	3.16%
Building Supplies/Materials	294,928	271,900	(23,028)	-7.81%
Contracted Services	604,405	916,924	312,519	51.71%
Equipment/Facility Rentals	37,924	33,405	(4,519)	-11.92%
Event Costs	689,339	688,044	(1,295)	-0.19%
Fees, Dues & Subscriptions	62,302	101,298	38,996	62.59%
Fixed Assets	12,988	28,000	15,012	115.58%
Food & Beverage Supplies	58,000	54,000	(4,000)	-6.90%
Grants/Scholarships	516,920	671,145	154,225	29.84%
Hospitality	21,075	29,975	8,900	42.23%
Indirect Cost Allocation	563,428	716,047	152,619	27.09%
Insurance Premiums	141,088	140,785	(303)	-0.21%
Legal Fees	18,016	16,746	(1,270)	-7.05%
Maintenance Service Agreements	694,232	510,336	(183,896)	-26.49%
Non-Capitalized Equipment	116,363	115,000	(1,363)	-1.17%
Office Supplies	52,425	56,225	3,800	7.25%
Printing/Duplicating	62,647	66,590	3,943	6.29%
Program Supplies/Materials	210,108	199,749	(10,359)	-4.93%
Repairs & Maintenance	591,536	576,276	(15,260)	-2.58%
Staff Development	33,454	45,340	11,886	35.53%
Telecommunications/Postage	98,660	80,182	(18,479)	-18.73%
Travel	122,908	132,588	9,680	7.88%
Utilities	702,143	733,838	3,908	4.51%
Total	\$6,713,500	\$7,179,578	\$(466,078)	6.94%

Table 5 Combined Operating Expenses

The overall budget for operating expenses has increased by 6.94% compared to the 2015-2016 fiscal year. While most changes in specific operating expenses are attributed to actual current year activity, some expenses have notably decreased due to other factors. These include the following:

- Maintenance service agreements – the \$183,896 reduction is actually the result of correcting the classification of credit card merchant fees and certain service agreements as Contracted Services.
- Telecommunications/postage – the \$18,479 decrease is based on actual usage during the 15/16 fiscal year.

Operating expenses that have significantly increased include:

- Contracted services – the \$312,519 increase represents the increased costs for Finals Week activities as well as the corrected classification of certain maintenance agreements. It also reflects costs associated with the first full-year of subscribing to the Ceridian Day Force human resources information system.

- Fees, dues and subscriptions – the \$38,996 increase is a result of the reclassification of credit card merchant fees mentioned above, as well as increases in bank fees, portfolio management fees, and Direct TV license fees.
- Grants/scholarships – the \$154,225 increase is a result of the addition of the elected Executive Officers' tuition previously remitted by the university, and the reclassification of student officer payments as scholarships rather than compensation. Both issues are addressed later in this document.
- Indirect cost allocation – the \$152,619 increase results from changes in the implementation of EO-1000 charges, which is also addressed later in the document.

INDIRECT COST ALLOCATION

Both Associated Students and the University Student Union incur indirect costs for the provision of services to and from each other. ASI accounts for the payment of these costs through expense line item #798 Indirect Cost Allocation.

The following tables disclose the sources of these costs and the budget area to which the costs have been allocated.

Source of AS Cost	Budget Area	Annual Amount
Oversight of ASI Programming	Beach Pride Programs	\$11,444
Provision of Graphic Design services	Communications	43,849
Oversight of ASI Development Office	Development Office	9,486
Oversight of ASI Recycling Center	Recycling Center	11,246
Oversight of Student Media	Student Media	37,703
Oversight of Beach Pride Center	Beach Pride Center	3,888
Provision of reservation services	Executive Director	2,198
	Total	\$119,814

Table 6 Costs Incurred by USU for Services Provided to AS

Source of USU Cost	Budget Area	Annual Amount
Provision of bookkeeping, accounting, and financial management	USU Administration	\$116,456
Provision of executive and administrative oversight	USU Administration	43,309
Provision of human resources management and payroll services	USU Administration	166,102
Provision of information technology services	USU Administration	45,218
Provision of web programming and development services	USU Administration	24,655
Provision of fundraising and development services	USU Administration	37,594
	Total	\$433,334

Table 7 Costs Incurred by AS for Services Provided to USU

In addition, indirect costs incurred by CSULB for services provided to ASI have been calculated as follows and are included in the operating budget for the Business Office and USU Administration under line item 798:

Source of CSULB Cost	Annual Amount
CSULB EO 1000 Cost Allocation Plan (based on audited 13/14 revenues of \$2,706,092 x 1.54%)	\$41,628
Additional Services (Information Technology)	64,336
Total	\$105,964

Table 8 Costs Incurred by CSULB for Services Provided to ASI

The additional services provided by Information Technology include Maintenance and Equipment Services of \$24,151, Exchange (Outlook) Services of \$2,250, and Network Support Services of \$37,935.

These indirect costs used to be offset by a "Trade/Goodwill" credit for the value of office space occupied by CSULB departments in the University Student Union. Beginning in fiscal year 15/16, the university has opted to pay for these leases on a cash basis instead. As a result, the amount budgeted for indirect costs has increased. That increase has been partly offset by the corresponding increase in lease income.

RESERVES

FISCAL VIABILITY REPORT

In accordance with California State University policy governing auxiliary organizations and ASI Policies on University Student Union and Associated Students Reserves, the Fiscal Viability Report below is presented as part of the 2016-2017 ASI Consolidated Operating Budget.

ASSOCIATED STUDENTS RESERVES

The Associated Students maintains the reserves presented in Table 9 in the accounting records of Associated Students, Incorporated. In the event any of the reserves fall below their targeted reserve levels, the shortfall must be eliminated within a minimum of three years, with at least one third of the deficit balance being funded in the each of the three subsequent years' operating budgets.

ASI-Held Reserves	Projected Ending Balance 06/30/16	Target Balance 07/01/16	Amount (Under)/Over
Retained Earnings	\$99,473	\$0	\$99,473
Reserve for Enrollment Shortfall	445,748	456,244	(10,496)
Reserve for Self-Insurance	67,100	67,100	0
Reserve for Capital Expenditures	40,740	229,436	(188,696)
Reserve for Loss of External Funding	269,209	176,410	92,799
Reserve for Catastrophic Events	81,754	46,817	34,937
Total	\$1,004,024	\$976,007	\$28,017

Table 9 Schedule of Associated Students Reserves and Target Levels

UNIVERSITY STUDENT UNION RESERVES

The University Student Union continues to contribute to the reserve balances required by policy and maintained by the university. The 2016-2017 operating budget provides significant contributions to both Local and University-held Reserves.

The USU maintains the following reserves in the accounting records of ASI.

ASI-Held Reserves	Projected Ending Balance 06/30/2016	Target Balance 07/01/2016	Amount (Under)/Over
Retained Earnings	\$1,513,144	\$0	\$1,513,144
Reserve for Working Capital	497,487	501,659	(4,172)
Reserve for Minor Capital Outlay	276,411	287,949	(11,538)
Reserve for Capital Development for New Projects	2,250,000	2,500,000	(250,000)
Total	\$4,537,042	\$3,289,608	\$1,247,434

Table 10 Schedule of USU Local Reserves and Target Levels

Working Capital Reserve will need an additional \$4,172 to be fully funded. The Minor Capital Outlay Reserves will be \$276,411 at the end of fiscal year 2015-2016, requiring an additional \$11,538 to be fully funded by fiscal year 2016-2017. The reserves for Capital Development for New Projects will be \$2,250,000 at the end of fiscal year 2015-2016. According to policy, this reserve is fully funded; however, management has proposed adding an additional \$250,000 as a result of the recently completed "University Student Union MEP Utility Infrastructure Study," which noted several deficiencies in the infrastructure of the USU facility.

With respect to University-held Reserve levels (Table 11), the Reserve for Repair and Replacement will have a balance of \$153,653 at the end of fiscal year 2015-2016 and will require an additional \$354,130 to be fully funded per policy. This year an additional \$230,104 will be included for a total of \$737,887. The additional funds are necessary to provide for major repairs in the USU based on the MEP Study findings. Important to note is that given the additional contributions to reserves, the Catastrophic Event reserve level will be \$5,070,362 at the beginning of the fiscal year 2016-17. The target balance for this reserve is \$9,408,349. The General Reserve-Debt Service reserve level will be \$6,390,098 at the end of fiscal year 2015-2016, which makes it fully funded at this time.

University-Held Reserves	Projected Ending Balance 06/30/2016	Target Balance 07/01/2016	Amount (Under)/Over
Reserve for Repair and Replacement	\$153,653	\$737,887	\$(584,234)
Reserve for Catastrophic Event	4,690,077	5,070,362	(380,285)
General Reserve - Debt Service	6,390,098	6,390,098	0
Total	\$11,233,922	\$12,198,347	\$(964,519)

Table 11 Schedule of USU Reserves Held by the University

OPERATIONAL CHALLENGES AND OPPORTUNITIES FOR 2016-2017

ASSOCIATED STUDENTS FUND

The Associated Students General Fund is maintained to account for all financial resources except those required to be accounted for in another fund. Fee income for this fund is derived from the \$60 per semester (\$45 for summer) Associated Students membership fee. It supports the organization's primary programs of student governance, student activities, and student services, including childcare. It also funds the administrative expenses of the corporation.

BEACH PRIDE PROGRAMS

Chief Programming Officer

On April 20, 2016 the Associated Students Senate approved the Student Government Reorganization Proposal. Most of the provisions of this reorganization will not become effective until June 1, 2017. However, the Senate ordered that two of the provisions become effective June 1, 2016. The first of these is the merger of the USU Programming Council and the ASI Programming Board into one body responsible for all ASI student programming efforts. The second is the elimination of the Chief Programming Officer position from the Executive Branch of student government. This position will instead become an hourly-paid student assistant who will serve as a student lead alongside the full-time Activities Coordinator and Program Manager.

CAPITAL EXPENDITURES

\$188,696 in unspent Capital Expenditure funds will be carried-over to the 16/17 operating budget for facility improvement projects at the Isabel Patterson Child Development Center and the CSULB Recycling Center. An additional \$99,320 has been provided for equipment replacement throughout the corporation. These funds will be held in contingency until specific project/purchase requests are completed after the beginning of the new fiscal year.

Associated Students continues to make significant progress in addressing deferred maintenance issues at its facilities. Projects funded this year and currently underway at the Child Development Center include replacement of the preschool kitchen cabinetry and countertops, replacement of the center office exterior deck, repair and renovation of the preschool teachers' break area, and fire alarm system upgrades.

GOVERNMENT OPERATIONS

Payments to Student Officers

The budget for scholarships has been increased to cover the annual tuition expense for the ASI President, Vice President, and Treasurer. This will provide some budget relief for the CSULB Office of the President, which has covered this cost in the past.

As a result of Bylaw Amendment #2016-05, nearly all of the payments made to student government officers for their service to Associated Students will no longer take the form of employee compensation. Effective this year, all payments will be in the form of scholarships, administered by and paid through the Office of Financial Aid. Spearheaded by former President Jose Salazar, this change was made in order to ensure that all students, regardless of their immigration status, can derive a monetary benefit from serving in student government.

Implementation of this change for the positions of president, vice president, and treasurer has been suspended until June 1, 2017, at which time the recently approved student government reorganization proposal will take effect. The reorganization will considerably decrease the workload for those three officers. In the meantime, they will continue to be paid in accordance with ASI's previous Policy on Executive Fellowships.

ISABEL PATTERSON CHILD DEVELOPMENT CENTER

Loss of External Funding

In April 2015, the Isabel Patterson Child Development Center received notification that its contract with the Los Angeles Universal Preschool (LAUP) program would end on June 30, 2016. This represents an annual loss of \$164,000 in external funding. Despite ongoing efforts, ASI has not been able to secure an alternate source of external funding to make up for the loss. As a result, the amount of AS fees allocated to the program has increased substantially in order to maintain services at their current level.

Subsequent to the budget's preparation, the Isabel Patterson Child Development Center Board of Trustees approved an increase in the fees charged to faculty, staff, and community members. Although the exact financial impact of this increase is not known at this time, we believe it will help reduce the need for the additional AS fee support.

Student Access to Childcare Services

The loss in LAUP funding, as well as persistent concerns about the Center's waiting list compelled ASI management to review the Center's services and the populations it serves. An analysis of spring 2016 enrollment at the Isabel Patterson Child Development Center revealed the following:

Program	Students		Faculty		Staff		Alumni		Community		Total
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
Infant Toddler	34	85.00%	1	2.50%	2	5.00%	3	7.50%	0	0.00%	40
Young Preschool	38	55.88%	6	8.82%	5	7.35%	17	25.00%	2	2.94%	68
Older Preschool	22	40.00%	7	12.73%	1	1.82%	23	41.82%	2	3.64%	55
School Age	15	31.91%	5	10.64%	5	10.64%	20	42.55%	2	4.26%	47
Totals	<u>109</u>	<u>51.90%</u>	<u>19</u>	<u>9.05%</u>	<u>13</u>	<u>6.19%</u>	<u>63</u>	<u>30.00%</u>	<u>6</u>	<u>2.86%</u>	<u>210</u>

Table 12 Child Enrollment by Program and Parent Status

Out of the 210 children enrolled, 52% were the children of currently enrolled students. 15% were the children of CSULB faculty and staff, while 33% were children of community members (of which 30% were CSULB alumni). One reason for the substantial presence of alumni in the program is an enrollment practice that permits children to stay in and finish out the program in which they are currently enrolled if their parent graduates before the child "ages out." For example, if a student has 2½ year old child enrolled in the preschool at this time of his graduation, his child is allowed to remain in the preschool program until he reaches kindergarten age.

The professional staff of the Center sincerely believes that this practice is in the best interest of the children. They state that continuity is critical to the emotional growth of children and that change in caregiver or program has a lasting effect on children who have formed bonds outside of the parent-child relationship. According to the staff, research has shown that when a child-caregiver bond is continuously broken, young children experience a sense of loss and depression, and it becomes harder for them to feel secure and form emotional attachments.

The Center's Board of Trustees has started and will continue to address this issue, noting that there is a need to balance the needs of students with what is in the best interests of children. With students constituting just over one-half of the population served by the Center, some student leaders have begun to express concerns about whether or not the level of financial support provided by AS fees is reasonable.

It should be noted that an assessment of student childcare needs has not been conducted in recent history. We intend to initiate this assessment during the fall semester.

STUDENT SUPPORT SERVICES

Food Pantry

The budget includes an allocation to support to creation of a student Food Pantry on the CSULB campus. The Food Pantry will require the hiring of a student pantry coordinator and student pantry attendants, as well as the purchase of supplies, equipment, and shelving. ASI anticipates entering into a Partner Agency Agreement with Food Finders who will donate non-perishable food items. In addition, ASI is in discussions with the Grow Beach University Garden to provide fresh produce.

According to the study “Serving Displaced and Food Insecure Students in the California State University System,” by CSULB Professor Dr. Rashida Crutchfield, 21% of CSU students are estimated to be food insecure. The study also acknowledges that students who are food insecure experience higher levels of stress. Although the Interfaith Center currently hosts a “food cupboard” to supply a limited amount of food to students, this model is not sustainable to support the needs of the over 7,000 CSULB students who may be food insecure based Dr. Crutchfield’s estimates. The University has made significant strides in developing different programs to support the needs of its students who are food insecure, such as the Student Emergency Intervention Program, Feed the Need campaign, and the Beach Bites mobile application. The expansion of the food pantry will function as a sustainable model for food distribution to students in need. The Soroptimist House will serve as the Food Pantry’s temporary location. The Food Pantry will allow more programs to be housed in the location such as the Swap Shop and Cal Fresh counselor, as well as distribute promotional supplies regarding the other programs offered on CSULB.

We anticipate that the Food Pantry will be up and operating by the beginning of the 2016 fall semester.

UNIVERSITY ATHLETICS

Athletic Scholarships

During the final approval of the budget by the AS Senate, discussion ensued regarding the amount of money Athletics receives from ASI for athletic scholarships. At \$300,000 per year, some senators questioned whether or not this was a defensible use of student fees, particularly in light of the needs expressed by the various student resource center currently located in the FO4 building. Of specific concern was the fact that the second floor of the building is not accessible to those with disabilities. After much discussion, the budget was approved with the stipulation that the allocation to Athletics be reduced by \$25,000 and that the \$25,000 be used for the purchase of a wheelchair lift to help address the accessibility issue.

Understanding that the budget is ultimately subject to the approval of the University President, the Senate also stipulated that if the purchase of the wheelchair lift is not feasible, then the \$25,000 will be reallocated to the Multicultural Affairs Center for other improvements to the student resource centers.

UNIVERSITY STUDENT UNION FUND

The University Student Union Fund is maintained to account for all financial resources accumulated for ASI’s operation of the University Student Union facility and its related programs and services. Student fees collected for this fund are derived from the University Student Union fee. Except as otherwise noted in subsequent sections of the Budget Detail, there are no other major changes in the operations of the University Student Union reflected in the budget.

DOCUMENT ORGANIZATION

The remainder of the budget document presents budget detail for each department and funded activity. Budget details for each fund are presented in separate sections. Each section begins with a Fund spreadsheet detailing budget information by department or functional unit. Following the Fund spreadsheets are the budget narratives and budget spreadsheets for each department or unit within that fund.

To aid in understanding the types of revenue and expenses proposed for each department, Table 13 has been provided on the following pages. This table provides a succinct description for each line item included in the budget spreadsheets.

Requests for additional information or assistance may be directed to ASI Executive Director Richard Haller at extension 5-4996.

Line Item Number	Description
REVENUE	
503	Contributions & Donations Proceeds from miscellaneous fundraising events; unsolicited donations; small cash contributions
509	Grants and Contracts Funds received through formal application to funding sources
511	Recovered Expense/User Charges Fees charged for services rendered to others by ASI; includes participant fees
513	Indirect Cost Recovery Fees charged by Associated Students for providing administrative and professional services to University Student Union and vice versa
515	Licensing Fees/Royalties Gross income generated from the use of ASI's name and/or logo; corporate sponsorships
517	Penalties/Finance Charges Charges assessed to customers for late payments, NSF checks, policy violations, etc.
521	Non Taxable Sales Gross income generated from the sale of goods or services for which no sales tax is charged
523	Taxable Sales Income generated from the sale of goods or services for which sales tax is charged
543	Lease Income Income generated from the long term rental of ASI owned or operated facilities
547	Facility Rental Income generated from the short-term rental of ASI owned or operated facilities
595	Income from Investment Income generated from the investment of available cash balances
599	Other Income Revenue that cannot be classified into any of the above categories
EXPENSE	
600	Costs of Goods Sold Goods and merchandise purchased by ASI for eventual resale, even if for fundraising purposes
701	Payroll, Full-Time Salary and wages for personnel working 40 or more hours per week
706	Temporary Help Salary and wages for labor hired on a temporary or intermittent basis
707	Payroll, Part-Time Wages for student assistants and other personnel working less than 40 hours per week
709	Benefits, Full-Time Fringe and mandated benefits for personnel working 40 or more hours per week
711	Benefits, Part-Time Fringe and mandated benefits for personnel working less than 40 hours per week
713	Grants and Scholarships Scholarships, including those paid to students in appreciation for the performance of service to ASI
714	Food & Beverage Supplies Groceries, produce, beverages, and other ingredients used for the preparation of meals
715	Printing/Duplicating Photocopy paper, toner, and per-copy charges, including rental of photocopying equipment
716	Building Supplies/Materials Cleaning supplies, tools, hardware, paint, etc.
717	Office Supplies/Materials Non-durable, consumable supplies purchased for the operation of an office unit; stationery and business cards; postage; nameplates; small office machines
718	Program Supplies/Materials Non-durable, consumable supplies purchased for the operation of a program or service; decorations; costumes instructional supplies; training materials
719	Travel Transportation, lodging and meal expenses incurred by staff or students while engaged in business-related travel
720	Staff Development Registration fees for attendance at conferences, seminars, etc.; staff training/instructional materials
723	Hospitality Refreshments, gifts, hospitality and business entertainment expenses
725	Advertising/Promotions Newspaper or electronic media advertising; flyers, posters and handbills; promotional goods
726	Equipment/Facility Rentals Rental payments for the short-term use of equipment and facilities
727	Contracted Services Amounts paid to independent contractors for the services rendered to ASI

Line Item Number	Description
728	Maintenance Service Agreements Annual service contracts with manufacturers or repair services for the maintenance of ASI equipment or facilities
738	Telecommunications Telephone, text and data charges; postage
739	Utilities Gas; water; electricity; waste collection
748	Fees, Dues & Subscriptions Subscriptions to professional journals and periodicals; fees for membership in business and professional associations; credit card merchant fees; bank fees
763	Insurance Premiums Payments to purchase insurance policies covering the ASI's assets and operations
764	Audit Fees Payments to ASI's Certified Public Accountant for the performance of annual audits
765	Legal Fees Payments to ASI's attorney for the performance of legal services and representation
767	Building Occupancy Rental or lease payments for the long term use or occupation of facilities by ASI
772	Event Costs Costs associated with the production or sponsorship of programs by ASI departments
791	Fixed Assets Equipment, furnishings or building improvements costing \$5,000 or more per unit
792	Non-Capitalized Equipment Equipment, furnishings or building improvements costing less than \$5,000 per unit
793	Repairs & Maintenance Costs associated with repairing or maintaining ASI owned equipment or facilities
798	Indirect Cost Allocation Fees paid by Associated Students for receiving administrative and professional services from University Student Union and vice versa
799	Restricted Expense/Assigned Contingency Restrictions may be placed on a budget, which require that the funds be held for a specific purpose, organization, or program objectives. This is referred to as placing a budget in "Restricted Expense" or "Assigned Contingency". Funds placed here cannot be spent until a spending plan is submitted to and approved by the Board of Control and Senate.

Table 13 Guide to Line Items

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Associated Students, Incorporated
California State University, Long Beach
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FUND ASSOCIATED STUDENTS GENERAL FUND

Revenue		Fund Total	Beach Pride Programs	Business Office	Capital Expenditures	Communications	Development
503	Contributions & Donations	\$33,500	0	0	0	\$0	0
507	Private Grants/Major Gifts	\$0	0	0	0	\$0	0
509	Government Grants & Contracts	\$414,328	0	0	0	\$0	0
511	Recovered Expense/User Charge	\$592,258	7,500	1,000	0	\$0	0
513	Indirect Cost Recovery	\$484,069	0	153,736	0	\$24,655	37,954
515	Licensing Fees/Royalties	\$0	0	0	0	\$0	0
517	Penalties & Finance Charges	\$0	0	0	0	\$0	0
521	Non-Taxable Sales	\$448,000	0	0	0	\$0	0
523	Taxable Sales	\$0	0	0	0	\$0	0
543	Lease Income	\$5,200	0	0	0	\$0	0
545	Equipment Rental	\$0	0	0	0	\$0	0
547	Facility Rental	\$0	0	0	0	\$0	0
595	Investment Income	\$56,773	0	30,000	0	\$0	0
598	Other:	\$213,696	0	0	188,696	\$0	0
Total Revenue		\$2,247,824	\$7,500	\$184,736	\$188,696	\$24,655	\$37,954
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$266,000	0				
Personal Services							
701	Full-Time Payroll	\$1,564,735	0	289,020	0	98,820	46,704
706	Temporary Help	\$48,411	0	0	0	0	0
707	Part-Time Payroll	\$983,264	20,580	27,925	0	52,890	5,250
709	Full-Time Benefits	\$839,239	0	157,021	0	39,798	31,823
711	Part-Time Benefits	\$32,928	512	771	0	1,040	143
Subtotal		\$3,468,577	\$21,092	\$474,737	\$0	\$192,548	\$83,920
Operating Expense							
713	Grants/Scholarships	\$663,705	6,720	0	0	0	0
714	Food & Beverage Supplies	\$54,000	0	0	0	0	0
715	Printing/Duplicating	\$39,400	7,000	5,000	0	1,800	2,750
716	Building Supplies/Materials	\$1,100	250	0	0	0	0
717	Office Supplies	\$34,550	3,750	6,000	0	1,900	300
718	Program Supplies/Materials	\$100,294	23,000	0	0	0	1,750
719	Travel	\$88,003	540	2,000	0	2,700	2,000
720	Staff Development	\$20,300	600	1,900	0	1,700	1,000
723	Hospitality	\$16,200	1,350	400	0	0	5,000
725	Advertising/Promotions	\$36,890	13,415	0	0	4,200	2,000
726	Equipment/Facility Rentals	\$19,405	4,280	0	0	0	0
727	Contracted Services	\$235,984	44,254	14,500	0	4,000	0
728	Maintenance Service Agreements	\$41,651	0	0	0	0	0
738	Telecommunications/Postage	\$26,134	1,119	4,500	0	1,432	600
739	Utilities	\$3,150	0	0	0	0	0
748	Fees, Dues & Subscriptions	\$19,572	0	2,000	0	225	1,500
763	Insurance Premiums	\$38,023	0	2,482	0	0	0
764	Audit Fees	\$28,000	0	17,000	0	0	0
765	Legal Fees	\$6,746	0	0	0	0	0
767	Building Occupancy	\$113,635	12,794	15,356	0	6,719	0
772	Event Costs	\$622,844	0	0	0	300	5,000
791	Fixed Assets	\$28,000	0	0	25,000	0	0
792	Non-Capitalized Equipment	\$19,000	0	2,000	0	0	0
793	Repairs & Maintenance	\$20,125	0	750	0	0	0
798	Indirect Cost Allocation	\$230,620	15,332	74,855	0	43,849	9,486
799	Assigned Contingency	\$568,360	200,000	0	288,016	0	0
Subtotal		\$3,075,691	\$334,404	\$148,743	\$313,016	\$68,825	\$31,386
Total Expense		\$6,810,268	\$355,496	\$623,480	\$313,016	\$261,373	\$115,306
NET SUBSIDY FROM STUDENT FEES		(\$4,562,444)	(\$347,996)	(\$438,744)	(\$124,320)	(\$236,718)	(\$77,352)

Revenue		Executive Director	Government Operations	Human Resources	Information Technology	Isabel Patterson Center	OPEB
503	Contributions & Donations	0	0	0	0	13,000	0
507	Private Grants/Major Gifts	0	0	0	0	0	0
509	Government Grants & Contracts	0	0	0	0	369,328	0
511	Recovered Expense/User Charge	0	0	7,500	0	554,500	0
513	Indirect Cost Recovery	43,309	0	166,102	58,313	0	0
515	Licensing Fees/Royalties	0	0	0	0	0	0
517	Penalties & Finance Charges	0	0	0	0	0	0
521	Non-Taxable Sales	0	0	0	0	0	0
523	Taxable Sales	0	0	0	0	0	0
543	Lease Income	0	0	0	0	0	0
545	Equipment Rental	0	0	0	0	0	0
547	Facility Rental	0	0	0	0	0	0
595	Investment Income	0	0	26,773	0	0	0
598	Other:	0	0	0	0	0	0
Total Revenue		\$43,309	\$0	\$200,375	\$58,313	\$936,828	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold					6,000	
Personal Services							
701	Full-Time Payroll	131,952	100,416	167,280	60,931	506,100	0
706	Temporary Help	0	0	0	0	48,411	0
707	Part-Time Payroll	0	18,220	16,125	24,000	499,728	0
709	Full-Time Benefits	54,624	34,909	96,613	17,990	309,198	11,158
711	Part-Time Benefits	0	260	439	1,675	17,287	0
Subtotal		\$186,576	\$153,805	\$280,457	\$104,596	\$1,380,724	\$11,158
Operating Expense							
713	Grants/Scholarships	0	176,905	0	0	0	0
714	Food & Beverage Supplies	0	0	0	0	54,000	0
715	Printing/Duplicating	500	7,900	2,800	400	10,000	0
716	Building Supplies/Materials	0	0	0	0	850	0
717	Office Supplies	1,000	5,300	2,600	1,200	7,400	0
718	Program Supplies/Materials	0	8,900	1,100	200	30,000	0
719	Travel	150	13,000	3,000	1,500	3,200	0
720	Staff Development	1,000	2,000	3,500	1,000	0	0
723	Hospitality	250	2,500	1,800	300	3,000	0
725	Advertising/Promotions	0	8,500	2,500	0	0	0
726	Equipment/Facility Rentals	0	500	0	0	5,275	0
727	Contracted Services	0	6,000	43,200	11,229	8,220	0
728	Maintenance Service Agreements	0	0	0	22,000	18,151	0
738	Telecommunications/Postage	1,052	6,772	2,500	1,940	1,700	0
739	Utilities	0	0	0	0	0	0
748	Fees, Dues & Subscriptions	850	1,700	2,000	700	8,497	0
763	Insurance Premiums	0	0	0	0	28,877	0
764	Audit Fees	0	0	0	0	11,000	0
765	Legal Fees	3,746	0	0	0	3,000	0
767	Building Occupancy	6,508	33,407	4,448	2,681	0	0
772	Event Costs	0	35,000	15,000	0	0	0
791	Fixed Assets	0	0	0	0	0	0
792	Non-Capitalized Equipment	0	0	0	0	0	0
793	Repairs & Maintenance	0	0	0	0	11,575	0
798	Indirect Cost Allocation	2,199	0	0	26,191	9,759	0
799	Assigned Contingency	0	0	0	0	0	0
Subtotal		\$17,255	\$308,384	\$84,448	\$69,341	\$214,504	\$0
Total Expense		\$203,831	\$462,189	\$364,905	\$173,937	\$1,601,228	\$11,158
NET SUBSIDY FROM STUDENT FEES		(\$160,522)	(\$462,189)	(\$164,530)	(\$115,624)	(\$664,400)	(\$11,158)

Associated Students, Incorporated
California State University, Long Beach
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FUND	ASSOCIATED STUDENTS GENERAL FUND
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Revenue		Recycling Center	Student Media	Student Organizations	Student Support Services	University Athletics
503	Contributions & Donations	0	2,500	0	0	18,000
507	Private Grants/Major Gifts	0	0	0	0	0
509	Government Grants & Contracts	45,000	0	0	0	0
511	Recovered Expense/User Charge	10,758	4,500	0	0	6,500
513	Indirect Cost Recovery	0	0	0	0	0
515	Licensing Fees/Royalties	0	0	0	0	0
517	Penalties & Finance Charges	0	0	0	0	0
521	Non-Taxable Sales	420,000	28,000	0	0	0
523	Taxable Sales	0	0	0	0	0
543	Lease Income	0	5,200	0	0	0
545	Equipment Rental	0	0	0	0	0
547	Facility Rental	0	0	0	0	0
595	Investment Income	0	0	0	0	0
598	Other:	0	0	0	25,000	0
Total Revenue		\$475,758	\$40,200	\$0	\$25,000	\$24,500
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	260,000	0			
Personal Services						
701	Full-Time Payroll	106,392	57,120	0	0	0
706	Temporary Help	0	0	0	0	0
707	Part-Time Payroll	100,503	182,275	0	35,768	0
709	Full-Time Benefits	67,834	18,271	0	0	0
711	Part-Time Benefits	7,228	2,157	0	1,416	0
Subtotal		\$281,957	\$259,823	\$0	\$37,184	\$0
Operating Expense						
713	Grants/Scholarships	0	0	0	165,000	315,080
714	Food & Beverage Supplies	0	0	0	0	0
715	Printing/Duplicating	50	1,200	0	0	0
716	Building Supplies/Materials	0	0	0	0	0
717	Office Supplies	500	4,600	0	0	0
718	Program Supplies/Materials	11,200	2,200	0	1,000	20,944
719	Travel	0	15,000	0	0	44,913
720	Staff Development	0	7,600	0	0	0
723	Hospitality	0	1,600	0	0	0
725	Advertising/Promotions	0	6,100	0	175	0
726	Equipment/Facility Rentals	0	1,850	5,000	0	2,500
727	Contracted Services	3,500	43,500	0	0	57,581
728	Maintenance Service Agreements	0	1,500	0	0	0
738	Telecommunications/Postage	1,000	3,019	0	500	0
739	Utilities	3,150	0	0	0	0
748	Fees, Dues & Subscriptions	0	2,100	0	0	0
763	Insurance Premiums	6,220	0	0	0	444
764	Audit Fees	0	0	0	0	0
765	Legal Fees	0	0	0	0	0
767	Building Occupancy	0	31,722	0	0	0
772	Event Costs	0	6,000	561,544	0	0
791	Fixed Assets	0	0	0	0	3,000
792	Non-Capitalized Equipment	1,000	11,000	0	5,000	0
793	Repairs & Maintenance	6,000	1,800	0	0	0
798	Indirect Cost Allocation	11,246	37,703	0	0	0
799	Assigned Contingency	0	0	70,344	10,000	0
Subtotal		\$43,866	\$178,494	\$636,888	\$181,675	\$444,462
Total Expense		\$585,823	\$438,317	\$636,888	\$218,859	444,462
NET SUBSIDY FROM STUDENT FEES		(\$110,065)	(\$398,117)	(\$636,888)	(\$193,859)	(\$419,962)

Department	Beach Pride Programs
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Department Function

The purpose of Beach Pride Programs is to coordinate and promote Associated Students and Beach Pride throughout the CSULB campus. Beach Pride Programs is the programming entity of the ASI and is charged with providing quality programs for students and the campus community. Beach Pride Programs educates students, faculty, staff and guest on the opportunities within the ASI.

ASI Personnel

Last Name	Title	Classification

Department Services

ASI Programming Board

The ASI Programming Board (PB) is in charge of producing several annual campus events and bi-annual campus events. The ASI Programming Board collaborates and co-sponsors events throughout the academic year as well. The ASI Programming Board is at the behest of the ASI President and will implement any program that the ASI President deems necessary. The ASI Programming Board consist of six members and a Chief Programming Officer.

- Week of Welcome
- Homecoming
- Farmer's Market
- ASI Awards Banquet
- Earth Week
- Belmont Shore Christmas Parade
- Long Beach Marathon
- Major concert/event

Beach Pride Center

Disseminates information relating to Associated Students. Receives visitors and directs them to the appropriate office(s). Houses the Beach Pride Programs members and provides work space for the day to day operations.

Department	Beach Pride Programs
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Revenue	Department Total	Department Overhead	ASI Programming Board	Beach Pride Center		
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$7,500		7,500			
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$7,500	\$0	\$7,500	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$20,580			20,580		
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$512			512		
Subtotal	\$21,092	\$0	\$0	\$21,092	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$6,720		6,720			
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$7,000		5,250	1,750		
716 Building Supplies/Materials	\$250			250		
717 Office Supplies	\$3,750		2,000	1,750		
718 Program Supplies/Materials	\$23,000		17,500	5,500		
719 Travel	\$540		540			
720 Staff Development	\$600		600			
723 Hospitality	\$1,350		1,100	250		
725 Advertising/Promotions	\$13,415		11,915	1,500		
726 Equipment/Facility Rentals	\$4,280		4,280			
727 Contracted Services	\$44,254		43,254	1,000		
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,119			1,119		
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$12,794	12,794				
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$15,332		11,444	3,888		
799 Assigned Contingency	\$200,000		\$200,000			
Subtotal	\$334,404	\$12,794	\$304,603	\$17,007	\$0	\$0
Total Expense	\$355,496	\$12,794	\$304,603	\$38,099	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$347,996)	(\$12,794)	(\$297,103)	(\$38,099)	\$0	\$0

Department	Business Office
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Department Function

The Business office provides accounting and financial reporting services for the University Student Union, Recycling Center, Student Recreation Center, Child Development Center, and other ASI programs and departments. It monitors the operating budgets for all of the ASI programs and departments. It also serves as a bank for all of the University's student organizations as well as providing disbursement services for those organizations.

ASI Personnel

Last Name	Title	Classification
Ware, M.	Director, Administrative Services	Administrator II
Le Beau, M.	Accounting Manager	Administrator I
Musselman, J.	Business Services Coordinator	Accounting Technician II
Ohanesian, S.	Accounting Analyst	Accounting Technician III
Post, L.	A/R & A/P Technician	Accounting Technician II

Department Services

Accounts Payable
 This service audits disbursement requests for proper supporting documentation and arithmetic accuracy prior to the printing and disbursement of checks. We also prepare purchase orders to facilitate the ordering goods and services. We ensure that IRS form W-9 and Calif EDD Form 542 are submitted for all service agreements and performing artists. We withhold taxes for all non-resident alien disbursements.

At year end we compile, print, and distribute IRS Form 1099's to all providers of services to whom we paid \$600 or more during the calendar year. We also assist budget area representatives with purchasing and procurement policies and procedures. We identify and enter all new capital expenditures in the fixed asset software, and conduct periodic inventories to ensure asset accountability.

Accounts Receivable
 This service establishes customer accounts and produces invoices for the Isabel Patterson Child Development Center, Conference and Event Center, Union Newspaper, program council, ASI communications, and USU vendor rents and utility billings. This service also distributes past due notices on unpaid invoices, and notifies department managers of older past due invoices for which they need to pursue collection efforts.

General Accounting
 We enter all journal entries and process budget adjustments that are approved by the Board of Control, USU Board of directors, and the Senate. We maintain the chart of accounts and integrate those accounts with the operating budgets. We produce financial statements that measure actual expenditures and revenues against those budgets. We review monthly trial balance reports to ensure they agree with the general ledger balance sheet accounts to ensure that the financial statements are accurate.

At year end, we report all financial activity to the university for the purpose of integrating our financial statements into the University financial statements. We work with external auditors on the publication of our annual audited financial statements. Audit preparation involves reconciling balance sheet accounts. We prepare and post correcting and adjusting journal entries, and supply audit schedules and work papers that support our financial statements.

We reconcile checking and investment accounts and resolve discrepancies. We monitor the organization's cash flow requirements to ensure that enough funds are in our bank accounts to fund our anticipated disbursements. We transfer excess funds to our investment accounts. We prepare quarterly sales tax returns and assist our outside accounting firm in the preparation of our annual IRS 990 information return, and the States 199 information return. We perform audits of petty cash funds and examine the financial records of the Food Vendors having contracts with the USU for revenue sharing. We conduct periodic counts of the vault and imprest funds, and conduct physical inventories of fixed assets.

Cashiering
 We serve as a bank for all of the student organizations. They deposit their money into agency accounts, and we process their disbursements from those accounts. We also process internal departmental budget area deposits and disbursements. Every disbursement request is audited for proper approval authorization, adequate funding, and supporting disbursement paperwork. We assist the student organizations and departmental budget areas by answering questions regarding account balances and disbursement policies. We also process payments for Child Care, Conference & Event Center, Union News ads, and Student Union Vendor rents.

We maintain cash funds in our vault for the Recycling Center and University Student Union's commercial service activities. On a daily basis the cash from all commercial service areas is reconciled and deposited at our bank.

Department Function

As a condition of the recently approved ASI fee increase referendum, ASI has adopted a policy to budget adequately for the acquisition, repair, and replacement of capital assets. To accomplish this, ASI will include in its annual operating budget a capital expenditures allocation. This allocation will be funded in an amount no less than the estimated depreciation expense for the coming fiscal year. The Capital Expenditure Planning Process will be initiated each year by the Office of the Executive Director in a memo to the division Directors that contains instructions for the capital budgeting process. The memo will request that each Director solicit, review, and prioritize initial capital budget requests for those departments that fall under his/her responsibility.

ASI Personnel

Name	Title	Classification

Department Services

Fixed Asset Purchases

The first priority for funding of fixed asset purchases will be given to equipment replacement. To be considered a replacement item, the purchase must be for the same item or an item that performs the same function as the item it replaces. Any item that expands the scope or purpose of the item it replaces will be considered a new piece of capital equipment.

Capital Projects

The first priority for funding of capital projects will be given to the completion of deferred maintenance identified in facility condition reports. Deferred maintenance is maintenance that was not performed when it should have been or was scheduled to be.

The Capital Expenditures allocation process will be subject to the following steps:

1. Initial Development and Review of Capital Proposals: June-July
2. Executive Director’s Review of Capital Proposals: August
3. Board of Control Review: September
4. Project Authorized for Spending to Begin: Throughout the remaining fiscal year

Department	Capital Expenditures
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Revenue	Department Total	Department Overhead	Capital Projects	Fixed Asset Purchases		
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other: Prior Year Carryover	\$188,696		188,696			
Total Revenue	\$188,696	\$0	\$188,696	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$0					
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$0					
718 Program Supplies/Materials	\$0					
719 Travel	\$0					
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$0					
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$25,000			25,000		
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$288,016		188,696	99,320		
Subtotal	\$313,016	\$0	\$188,696	\$124,320	\$0	\$0
Total Expense	\$313,016	\$0	\$188,696	\$124,320	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$124,320)	\$0	\$0	(\$124,320)	\$0	\$0

Department Function

Associated Students, Inc. (ASI) Communications is a department working to enhance communication throughout the organization and with the CSULB community. ASI Communications oversees and directs ASI's marketing, public relations, design, writing and website efforts. To do this, we work with each of ASI's seven major departments to assist with their communication needs. Our number one priority is to make sure that students, then faculty, staff and general campus community, can easily access information about ASI news, programs and events.

ASI Personnel

Last Name	Title	Classification
Ahumada, J.	Interim Communication Mgr	Public Affs/Comm Specialist II
Aceituno, E.	Web Master	Analyst/Programmer

Department Services

Internal and External Communications

ASI Communications offers a variety of services for our ASI departments and for the CSULB community. Our services include, but are not limited to: Campus Newsletters, Archives, BeachSync, Photography, Media and Public Relations, Marketing Campaigns, Writing and Editing Copy, Websites and Marketing/Advertising.

Specifically regarding newsletters, ASI Communications will manage the curation, content development and distribution of 4-6 monthly publications including, but not limited to: Beachfront, Rec Report, Beach Balance updates, student-run media updates, weekly event/program updates, and other spotlights as requested.

Web Development

The web development service area of ASI Communications is responsible for developing and maintaining websites promoting the news, programs, services and events of ASI to the students, faculty and staff of CSULB. Currently, there are seven websites within the ASI corporate website, including SRWC, Beach Pride Programs, Student Government, College Beat TV, Union Weekly, KBeach Radio, and the ASI/USU site. The functionality of the websites is to easily access information, engage the campus community and provide an opportunity for students to interact with the organization. The websites are maintained by the web development team comprised of the communications manager, webmaster and two web developer student assistants.

ASI Archives

The ASI Archives comprises materials of historical value including documents, publications, photographs/slides, blueprints, drawings, ephemera and other items that describe the establishment, growth and development of the ASI organization, and its programs, services and facilities. This program has been suspended for the coming year pending a reassessment of its value to the organization.

Department ASI Communications

Revenue	Department Total	Department Overhead	Internal and External Communications	Web Development	ASI Archives	
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$24,655			24,655		
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$24,655	\$0	\$0	\$24,655	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$98,820		52,920	45,900		
706 Temporary Help	\$0					
707 Part-Time Payroll	\$52,890		25,330	27,560		
709 Full-Time Benefits	\$39,798		23,400	16,398		
711 Part-Time Benefits	\$1,040		367	673		
Subtotal	\$192,548	\$0	\$102,017	\$90,531	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,800	300	1,300	200		
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,900	300	1,200	400		
718 Program Supplies/Materials	\$0				0	
719 Travel	\$2,700		2,200	500		
720 Staff Development	\$1,700		1,000	700		
723 Hospitality	\$0					
725 Advertising/Promotions	\$4,200		4,200			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$4,000		2,200	1,800		
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,432	1,432				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$225		225			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$6,719	6,719				
772 Event Costs	\$300		300			
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$43,849	43,849				
799 Assigned Contingency	\$0					
Subtotal	\$68,825	\$52,600	\$12,625	\$3,600	\$0	\$0
Total Expense	\$261,373	\$52,600	\$114,642	\$94,131	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$236,718)	(\$52,600)	(\$114,642)	(\$69,476)	\$0	\$0

Department Function

The Associated Students Development Office is responsible for the planning and implementation of fundraising activities to benefit AS programs and services. It seeks funds to strengthen existing AS programs such as Student Government, University Student Union, Isabel Patterson Child Development Center, CSULB Recycling Center, Student Recreation and Wellness Center, and Student Media.

Grant writing and the solicitation of businesses and individuals are the two primary fundraising strategies. The fundraising plan will incorporate grant writing, direct mail, face-to-face solicitations, use of volunteers, sponsorships, and friend raising among its activities. Supporters of Associated Students are in a unique position to have a direct impact on

ASI Personnel

Name	Title	Classification
Limon, C.	Development Associate	Public Affs/Comm Specialist II

Department Services

Fundraising

The Development Office fundraising plan will incorporate the following strategies to raise money (external support) for Associated Students and CSULB.

1. Grant writing. Research and identify potential foundations, businesses, state, and federal funding opportunities to partner with to benefit AS affiliated programs.
2. Direct mail. Appeal letters will be personalized and appropriate signatures obtained for solicitation.
3. Face-to-face solicitations. Identify and cultivate donors. Perform personal "asks" to raise money. Build relationships for planned gifts.
4. Use of volunteers and sponsorships to generate revenue.
5. Research alternative giving methods for capital funds (special projects/building), endowment funds and planned giving

Friend Raising

These activities are meant to attract student, alumni and external support to AS programs and services.

1. Implement donor relations and gift stewardship processes. Generate gift acknowledgement letters for donors and gift reports as needed.
2. Assist with AS Awards and Scholarship administration each spring
3. Reconnect with alumni on a one-to-one basis, personal visits
4. Attend and participate in University Relations & Development meetings and events
5. Attend and participate in community functions to help promote AS programs and services
6. Events - such as Open Houses or receptions to showcase programs and build relationships

Department	Development Office
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Revenue	Department Total	Department Overhead	Fundraising	Friend-Raising		
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$37,954		37,954			
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$37,954	\$0	\$37,954	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$46,704		46,704			
706 Temporary Help	\$0					
707 Part-Time Payroll	\$5,250		5,250			
709 Full-Time Benefits	\$31,823		31,823			
711 Part-Time Benefits	\$143		143			
Subtotal	\$83,920	\$0	\$83,920	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Gfood & Beverage Supplies	\$0					
715 Printing/Duplicating	\$2,750	2,750				
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$300	300				
718 Program Supplies/Materials	\$1,750			1,750		
719 Travel	\$2,000		2,000			
720 Staff Development	\$1,000		1,000			
723 Hospitality	\$5,000		1,000	4,000		
725 Advertising/Promotions	\$2,000		1,000	1,000		
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$600	600				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$1,500		1,500			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$5,000			5,000		
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$9,486	9,486				
799 Assigned Contingency	\$0					
Subtotal	\$31,386	13,136	6,500	11,750	0	0
Total Expense	\$115,306	\$13,136	\$90,420	\$11,750	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$77,352)	(\$13,136)	(\$52,466)	(\$11,750)	\$0	\$0

Department Function

As the chief staff executive of the Associated Students, Incorporated the Executive Director is responsible for the overall financial, programmatic and administrative management of the corporation.

ASI Personnel

Last Name	Title	Classification
Haller, R.	Executive Director	Administrator III

Department Services

This office facilitates the effective fulfillment of corporate governance functions by the Senate and Executive Officers and provides direction and leadership toward the achievement of the Associated Students' philosophy, mission, strategy, and goals and objectives.

The Executive Director exercises direct oversight of the Associated Students and oversees the management of Student Government, University Student Union/SRWC, Isabel Patterson Child Development Center, and ASI Administrative Services through subsidiary managers. This office is responsible for the overall coordination and integration of ASI programs and services with other campus functions.

Department	Office of the Executive Director
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Revenue	Department Total	Department Overhead				
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$43,309	43,309				
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$43,309	\$43,309	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$131,952	131,952				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
709 Full-Time Benefits	\$54,624	54,624				
711 Part-Time Benefits	\$0					
Subtotal	\$186,576	\$186,576	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$500	500				
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,000	1,000				
718 Program Supplies/Materials	\$0					
719 Travel	\$150	150				
720 Staff Development	\$1,000	1,000				
723 Hospitality	\$250	250				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,052	1,052				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$850	850				
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$3,746	3,746				
767 Building Occupancy	\$6,508	6,508				
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$2,199	2,199				
799 Assigned Contingency	\$0					
Subtotal	\$17,255	\$17,255	\$0	\$0	\$0	\$0
Total Expense	\$203,831	\$203,831	\$0	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$160,522)	(\$160,522)	\$0	\$0	\$0	\$0

Department Function

Associated Student Government facilitates development and successful involvement of students governing a nonprofit corporation serving CSULB students. This is accomplished by providing professional leadership development, historical perspective, and administrative guidance while serving with continuity in an organization driven by annual turnover of student leaders. Our goal is to be the opportunity of choice for students seeking to enhance their university education through extra-curricular activities, explore and develop their leadership abilities, and serve their fellow students.

ASI Personnel

Last Name	Title	Classification
San Miguel, L.	Interim Asst Director, Stu Inv & Ldr	Student Services Professional III
Butt, L.	Department Secretary	Administrative Support Coordinator II

Department Services

A.S. Executive Officers
 The 5 Executive Officers includes the President, Vice President, Treasurer, Chief of Staff & Chief Programming Officer.

- The President is responsible for the proper conduct and efficient administration of student government activities, serving as the Chief Executive Officer of ASI and the official representative of students to the University. He/she is supported by a Cabinet of Presidential Secretaries, the Attorney General, the Public Defender, the Chief of Staff and the Chief Programming Officer.
- The Chief of Staff oversees the Cabinet.
- The Chief Programming Officer oversees the operation of the ASI Programming Board made up of six members. He/she is the supervisor of all AS programs and special events.
- The Vice President assists the AS President and serves as Chair of the AS Board of Directors/Senate. He/she works to ensure that each AS Senator is properly oriented and trained in their responsibilities as Senator and that they maintain regular attendance and involvement in AS Senate meetings.
- The Treasurer is responsible for the financial administration of the Associated Students, serves as Chair of the Board of Control, and oversees the preparation of the annual operating budgets of the corporation.

The **A.S. Presidential Cabinet** is supervised by the Chief of Staff and the AS President. Students are interviewed by the President and confirmed by the AS Senate. The purpose of the Cabinet is to establish specific connections with various groups on campus and assist the President in campus, city, or state-wide related duties. The Secretary positions are outlined in the current copy of the AS Bylaws and include: Secretary for Academic Affairs, Internal Affairs, Cultural Diversity, System-wide Affairs, Sustainability, Government Recruitment, AB540 & Undocumented Students, LGBTIQ Affairs, Women's Affairs, Veterans Affairs, City Affairs and a Press Secretary. Additionally, the Public Defender and the Attorney General are also a part of the Cabinet. Through the System-wide Affairs program, CSULB students have their interests represented before the CSU Board of Trustees, Chancellor's Office, State Assembly, State Senate, and local legislative bodies such as the Long Beach City Council.

The **A.S. Senate** serves as the Board of Directors to the corporation, as well as a legislative body representing the students in CSULB's system of shared governance. Senators are responsible for determining opinions, needs and desires of their respective constituents on a broad range of issues affecting students. Senators attend weekly meetings during the academic year and maintain a minimum of three office hours per week to remain accessible to their public. The Senators representing specific colleges must attend their College Council meetings. With the inclusion of Year-Round Operations, Senators attend monthly meetings during the summer.

The **A.S. Judiciary** consists of the Chief Justice and six Associate Justices, all appointed by the President and confirmed by the Senate. The Judiciary is responsible for interpreting the provisions of the AS Bylaws and all other AS documents when a dispute arises. They are empowered to review the actions of any AS agency, body, organization or officer upon request by a petitioner in the form specified in the AS Judiciary Operating Manual. The AS Judiciary is the final authority in all contested elections.

Lobby Corps is a sub-committee under the Senate that is responsible for lobbying locally and statewide on behalf of CSU students. It meets bi-monthly to track and review bills that help the overarching success of higher education in the State of California.

The **Beach Team** is a group of first year students that get introduced to student government at the Beach. The Cabinet Secretary for Government Recruitment is in charge of selecting and fostering cohesiveness of the Beach team. One of the goals of the program is to plan a 49er for a day program for local high school student govt leaders. Another goal is to encourage members to apply for student government positions the following year.

The **Board of Elections** oversee the student government elections process from beginning to end. They will facilitate the process for electing officers for 2017-2018 officers for Associated Students.

Revenue	Department Total	Department Overhead	Executive Officers	Board of Directors/Senate	Judiciary	Systemwide Affairs
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$100,416	100,416				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$18,220	18,220				
709 Full-Time Benefits	\$34,909	34,909				
711 Part-Time Benefits	\$260	260				
Subtotal	\$153,805	\$153,805	\$0	\$0	\$0	\$0
Operating Expense						
713 Scholarships	\$176,905	5,240	113,665	32,000	7,000	
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$7,900	2,000	900	2,000	500	500
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$5,300	2,500	500	1,500	300	500
718 Program Supplies/Materials	\$8,900		1,500	500	400	500
719 Travel	\$13,000					12,000
720 Staff Development	\$2,000	2,000				
723 Hospitality	\$2,500	1,000	500			
725 Advertising/Promotions	\$8,500	1,000				
726 Equipment/Facility Rentals	\$500					
727 Contracted Services	\$6,000					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$6,772	3,350	3,122		300	
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$1,700	1,200	500			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$33,407	33,407				
772 Event Costs	\$35,000	15,000	2,500	500		
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$308,384	\$66,697	\$123,187	\$36,500	\$8,500	\$13,500
Total Expense	\$462,189	\$220,502	\$123,187	\$36,500	\$8,500	\$13,500
NET SUBSIDY FROM STUDENT FEES	(\$462,189)	(\$220,502)	(\$123,187)	(\$36,500)	(\$8,500)	(\$13,500)

Department	Government Operations
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Revenue	Presidential Cabinet	ASI Lobby Corp	Beach Team	Elections Board
503 Contributions & Donations				
507 Private Grants/Major Gifts				
509 Government Grants & Contracts				
511 Recovered Expense/User Charge				
513 Indirect Cost Recovery				
515 Licensing Fees/Royalties				
517 Penalties & Finance Charges				
521 Non-Taxable Sales				
523 Taxable Sales				
543 Lease Income				
545 Equipment Rental				
547 Facility Rental				
595 Investment Income				
598 Other:				
Total Revenue	\$0	\$0	\$0	\$0
Expense				
Costs of Goods Sold				
600 Cost of Goods Sold				
Personal Services				
701 Full-Time Payroll				
706 Temporary Help				
707 Part-Time Payroll				
709 Full-Time Benefits				
711 Part-Time Benefits				
Subtotal	\$0	\$0	\$0	\$0
Operating Expense				
713 Scholarships	14,000	4,000		1,000
714 Food & Beverage Supplies				
715 Printing/Duplicating	500	500		1,000
716 Building Supplies/Materials				
717 Office Supplies				
718 Program Supplies/Materials	2,000		1,000	3,000
719 Travel		1,000		
720 Staff Development				
723 Hospitality	1,000			
725 Advertising/Promotions	1,000	500	2,000	4,000
726 Equipment/Facility Rentals	500			
727 Contracted Services				6,000
728 Maintenance Service Agreements				
738 Telecommunications/Postage				
739 Utilities				
748 Fees, Dues & Subscriptions				
763 Insurance Premiums				
764 Audit Fees				
765 Legal Fees				
767 Building Occupancy				
772 Event Costs	6,000	11,000		
791 Fixed Assets				
792 Non-Capitalized Equipment				
793 Repairs & Maintenance				
798 Indirect Cost Allocation				
799 Assigned Contingency				
Subtotal	\$25,000	\$17,000	\$3,000	\$15,000
Total Expense	\$25,000	\$17,000	\$3,000	\$15,000
NET SUBSIDY FROM STUDENT FEES	(\$25,000)	(\$17,000)	(\$3,000)	(\$15,000)

Department Function

The Human Resources Department provides centralized support to ASI, its students, staff and student governance. We work with employees and management as a liaison between all involved to keep the company running smoothly. We assess and revise all part-time/full-time position descriptions as well as accomplish ASI's equal opportunity staffing objectives by recruiting, interviewing, and evaluating candidates for all part- or full-time positions as well as conducting background verifications for full-time staff. We are responsible for ensuring ASI's pay scale complies with ever changing State and Federal laws and regulations, as well as administering the performance evaluation system. We advise employees regarding benefit enrollment, insurance claims for workers' compensation, State and Long Term Disability, unemployment insurance, and Leaves of Absence. We initiate competitive bidding processes through AOA and an insurance broker to obtain the best possible benefits at lowest possible cost. The Human Resources Department is instrumental in providing Labor Law compliance, record keeping, selection and retention, classification and compensation, staff recruitment, employee training, professional development, employee relations, risk management, time and attendance and payroll.

ASI Personnel

Last Name	Title	Classification
Gammage, D.	Human Resources Manager	Administrator I
Barnes, M. V.	Payroll Services Coordinator	Payroll Technician III
Avella, Jessa	Employee Training & Safety Co	Admin Specialist - Non-Exempt

Department Services

Employee Training and Safety Administers all safety activities to ensure compliance with ASI's Occupational Health and Safety program. This includes providing annual reports and distribution of Employee Safety Manuals and organizing safety training for staff. We administer the workers' compensation program and issue reports related to occupational illness and injury. We also identify and assess training needs within ASI by meeting with supervisor/manager. We develop, organize, conduct, evaluate programs and activities, and create monitored simulations and various problem solving scenarios.

Human Resources Information Systems HRIS ensures compliance with Federal and State compensation laws, statutes, and regulations. We develop compensation programs, policies and procedures to meet the needs of ASI users. We evaluate positions consistently by classifying into appropriate job titles and ensuring they are internally equitable, while being market competitive. We develop and maintain classification and compensation structures. We provide and administer all ASI benefit programs, tax deferred annuities, and retirement programs. We maintain employee and retiree database. We maintain all employee records to ensure compliance and confidentiality. We advise all HR liaisons and managers on employee-related matters, including processing of all HR transactions, and respond to record requests in timely manner.

Payroll and Benefits Administration The Human Resources Department administers payroll processing and fringe benefit payments for all ASI employees, requiring current understanding of Federal, State and local regulations regarding payroll to provide accurate information to customers. We monitor, edit and process two (2) semi-monthly payrolls from an automated time and attendance system as well as administer the direct deposit program. Payroll ensures all deductions, benefits and taxes are correctly deducted, and reported timely to appropriate agencies. We advise HR liaisons and supervisors in payroll related matters, including processing salary payment, time and leave reporting as well as other related reporting. We calculate and remit all monthly premiums for fringe benefits, various insurances, and retirement payments for all eligible full-time employees.

Employee Relations The Human Resources Department facilitates the resolution of employee grievances through coordination of conflict resolution procedures. We provide supervisors sound and consistent advice in all employee labor related matters to increase job productivity, engage employees, improve job performance, and reduce turnover. We consult with and assist employees with issues, concerns, or difficulties they may be experiencing at the workplace. We consult with and advise management on the progressive disciplinary process and implement actions accordingly. We serve as a liaison with the Faculty Staff Assistance Program. We coordinate the Employee Service Award Program and other recognition programs. We develop, update, and distribute Personnel Policies and Procedures Manuals, the Student Employee Handbook, and develop and administer the On-Boarding programs.

Department Function

ASI Information Technology is responsible for providing all computer users within the ASI access to department computers. Information Technology is responsible for computer acquisition, installation of operating systems, installation of application software, and defensive measures against virus and cracking attacks. We are responsible for providing support for all ASI Databases, all video and audio systems, and computer systems. We provide solution storage in partnership with ITS for software media and ensure licensing compliance throughout the organization. ASI Information Technology is also responsible for providing a disaster recovery plan that meets the needs of ASI. ASI Information Technology acts as a consultant to all division departments on technical matters, and as a liaison to the campus technology team.

ASI Personnel

Last Name	Title	Classification
Mac, D.	Network Administrator	Information Tech Consultant

Department Services

Network Administration

ASI Information Technology is responsible for providing all computer users within the ASI access to department computers. Information Technology is responsible for computer acquisition, installation of operating systems, installation of application software, and defensive measures against virus and cracking attacks. We are responsible for providing support for all ASI Databases, all video and audio systems, and computer systems. We provide solution storage in partnership with ITS for software media and ensure licensing compliance throughout the organization. ASI Information Technology is also responsible for providing a disaster recovery plan that meets the needs of ASI. ASI Information Technology acts as a consultant to all division departments on technical matters, and as a liaison to the campus technology team.

Revenue	Department Total	Department Overhead	Network Administration			
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$58,313	14,766	43,547			
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$58,313	\$14,766	\$43,547	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$60,931	60,931				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$24,000		24,000			
709 Full-Time Benefits	\$17,990	17,990				
711 Part-Time Benefits	\$1,675		1,675			
Subtotal	\$104,596	\$78,921	\$25,675	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$400	200	200			
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,200	1,000	200			
718 Program Supplies/Materials	\$200	100	100			
719 Travel	\$1,500	1,500				
720 Staff Development	\$1,000	1,000				
723 Hospitality	\$300	200	100			
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$11,229	11,229				
728 Maintenance Service Agreements	\$22,000	22,000				
738 Telecommunications/Postage	\$1,940	601	1,339			
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$700		700			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$2,681	2,681				
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$26,191	26,191				
799 Assigned Contingency	\$0					
Subtotal	\$69,341			\$0	\$0	\$0
Total Expense	\$173,937	\$78,921	\$25,675	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$115,624)	(\$64,155)	\$17,872	\$0	\$0	\$0

Department Function

The IPCDC provides access and opportunity for CSULB student parents. Services include affordable childcare, parent education, employment for CSULB students, & a developmentally appropriate high quality program for infants, toddlers, preschool and school age children. The CDC is accredited by the National Association for the Education of Young Children. The CDC is licensed by the CA Department of Health and Social Services & regulated by Title 22 and Title 5. Grants from the CA Department of Education-Child Development Division & the U.S. Department of Education Child Care Access Means Parents in School Program (CCAMPIS) help low income parents afford childcare. Additional funding from Los Angeles Universal Preschool (LAUP) provide program enhancement. Nutritious meals are served to children each day. The Child and Adult Care Food Program (CACFP) from Nutrition Services Division-CA Department of Education provides reimbursement for food costs. The ASI, CSULB, CA and US Departments of Education all help the CSU mission that "no qualified student parent be denied access or have their academic progress impaired due to lack of affordable child care".

ASI Personnel

Last Name	Title	Classification
Marikos, R.	CDC Director	Administrator II
Rivera, M.	CDC Assistant Director	Student Services Prof'l III
Harris, L.	Infant/Toddler Assistant Director	Student Services Prof'l III
Peru, D.	Administrative Assistant	Administrative Support Assistant II
VACANT	CDC Cook	Cook II Lead
Gaskill, L.	Head Teacher	Early Education Master Teacher
Velasquez, E.	Head Teacher	Early Education Master Teacher
Aguilar, N.	Head Teacher	Early Education Master Teacher
Eyman, E.	Program Teacher	Early Education Teacher
Benavidez, D.	Program Teacher	Early Education Teacher
Liang, S.	Program Teacher	Early Education Teacher

Department Services

The **Infant-Toddler Program** allows student parents to attend classes while their young children receive quality care and education in a nurturing and developmentally appropriate environment. Facility capacity is 28. Block scheduling allows an average of 45 children to attend each semester. The adult/child ratio is 1:3 and 1:4. Hours of operation are 7:30am to 5:00pm. Monday through Friday. The program and the part time teaching staff are supervised by 3 full time child care and development professionals. The part time staff is composed of 16 CSULB student employees. Additionally, the infant-toddler program is a resource for CSULB and other academic programs and is used for fieldwork, observation, and class projects. Approximately 150 student utilize the infant and toddler program as an academic resource and an average of 15 groups tour the facility each year. Additional services include: parent education and involvement, family support and referral services, professional development and staff training.

The purpose of the IPCDC is to provide services which support student parents while they pursue their academic goals. The **Preschool Program** allows student parents to attend classes while their children receive quality care and education in a nurturing, high quality developmentally appropriate environment. The preschool facility capacity is 100. Flexible scheduling allow approximately 150 children to attend each semester. The adult/child ratio is 1:7 for the younger preschool and 1:8 for the older group. Hours of operation are 7:00am to 6:00pm. The program and the part time staff (approx. 40 CSULB student employees) are supervised by six child care and development professionals. The preschool program is a resource for CSULB and other academic programs and is used for fieldwork, observation and class projects. Approximately 150 students use the preschool programs an academic resource and an average of 15 groups tour the facility

The **School age Program** includes a before and after school program for kindergarten, 1st & 2nd grade children. The facility capacity is 40. Block scheduling allows approx. 50 children to attend each semester. The adult/child ratio is 1:10. Hours of operation are 7:30am to 6:00pm. The program and the part time staff (7 student assistant employees) are supervised by 2 full time school age child care and development professionals. The school age program is a resource for CSULB academic programs and is used for fieldwork, observation and class projects. Approximately 150 students use the school age program as an academic resource and an average of 15 groups tour the facility each year. Additional services include parent education and involvement, family support and referral services, professional development and staff training.

The **Children's Meal Program** provides nutritious meals for infants, toddlers, preschool and school age children. The meal program encourages healthy eating habits, offers nutrition education, and the development of social skills. Breakfast, lunch and snacks are served to infants on an individual meal plan, and are offered at set times for the older children. Alternate preparation is offered to children with special dietary needs. The full time cook is responsible for the implementation of the nutrition program for approximately 200 preschool and school age children. She is assisted by one part time student assistant. The infant and toddler cook is a part time employee supervised by the full time cook. Approximately 45 children are served in the infant and toddler program. All meals are prepared on the premises. The CDC receives a financial supplement from the CA Department of Education/Nutrition Services Division: CACFP Child and Adult Care Food Program. The CACFP requires daily/weekly/monthly planning, purchasing, monitoring and reporting. On site visits and CACFP reviews are scheduled every 3 years. Participation in nutrition education workshops are required.

Revenue		Department Total	Department Overhead	Infant-Toddler Program	Preschool Program	Schoolage Program	Meal Program
503	Contributions & Donations	\$13,000	13,000				
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$369,328		144,973	172,355	9,000	43,000
511	Recovered Expense/User Charge	\$554,500		102,255	341,325	110,920	
513	Indirect Cost Recovery	\$0					
515	Licensing Fees/Royalties	\$0					
517	Penalties & Finance Charges	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$936,828	\$13,000	\$247,228	\$513,680	\$119,920	\$43,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$6,000	6,000				
Personal Services							
701	Full-Time Payroll	\$506,100	146,292	82,116	198,804	42,204	36,684
706	Temporary Help	\$48,411	48,411				
707	Part-Time Payroll	\$499,728	15,000	137,143	286,585	37,000	24,000
709	Full-Time Benefits	\$309,198	107,332	43,941	114,208	34,404	9,313
711	Part-Time Benefits	\$17,287		3,720	10,543	1,020	2,004
Subtotal		\$1,380,724	\$317,035	\$266,920	\$610,140	\$114,628	\$72,001
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$54,000					54,000
715	Printing/Duplicating	\$10,000	10,000				
716	Building Supplies/Materials	\$850	175	225	225	225	
717	Office Supplies	\$7,400	7,400				
718	Program Supplies/Materials	\$30,000		10,000	10,000	10,000	
719	Travel	\$3,200	3,200				
720	Staff Development	\$0					
723	Hospitality	\$3,000	3,000				
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$5,275	5,275				
727	Contracted Services	\$8,220	4,020		4,200		
728	Maintenance Service Agreements	\$18,151	14,075		4,076		
738	Telecommunications/Postage	\$1,700	1,700				
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$8,497	8,497				
763	Insurance Premiums	\$28,877	28,877				
764	Audit Fees	\$11,000	11,000				
765	Legal Fees	\$3,000		975	975	975	75
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$11,575			11,575		
798	Indirect Cost Allocation	\$9,759		5,587	4,172		
799	Assigned Contingency	\$0					
Subtotal		\$214,504	97,219	16,787	35,223	11,200	54,075
Total Expense		\$1,601,228	\$420,254	\$283,707	\$645,363	\$125,828	\$126,076
NET SUBSIDY FROM STUDENT FEES		(\$664,400)	(\$407,254)	(\$36,479)	(\$131,683)	(\$5,908)	(\$83,076)

Department Function

The Other Post Employment Benefits program provides for the accumulation and investment of resources to pay for the cost of medical and dental insurance benefits for staff hired before January 1, 2013 at which time ASI eliminated this benefit due to escalating costs.

ASI Personnel

Name	Title	Classification

Department Services

Retiree Health Benefits

For staff hired before January 1, 2013, ASI provides full-time employees two (2) post-retirement medical vesting plans and two post retirement dental insurance plans. Plan eligibility is based on specific requirements determined by the employee’s date of full-time employment, years of service, date of retirement, and any applicable crossover provisions between medical plans.

Department	Recycling Center
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Department Function

ASI Recycling facilitates recycling and sustainability operations for CSULB and the surrounding communities. The program fosters student involvement in environmental issues while providing convenient options for recycling on campus. Student employees learn valuable resource management skills while developing other skills in operational management and customer service.

ASI Personnel

Last Name	Title	Classification
Johnson, L.	Recycling Coordinator	Admin Analyst/Specialist
Bryant, E.	Recycling Specialist	Admin Support Coordinator I

Department Services

The ASI Recycling Center provides the University and surrounding populaces with various recycling services. These services include:

- A multi-material drop-off facility for recyclable items.
- Operation of a State Certified Recycling Center for the redemption of beverage container deposits.
- Beverage container collection bins distributed throughout the campus grounds.
- Multi-material recovery from the University Student Union.
- Multi-material recovery from the Student Recreation and Wellness Center .
- Multi-material recovery from the Isabell Patterson Child Development Center.
- Multi-material recovery from the Residence Halls.
- Cardboard collection from the dining facilities.
- Sustainability planning and direction for ASI owned facilities.
- Educational tours and presentations to CSULB students and community organizations.

Department	Student Media
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Department Function

Student Media is comprised of three services: KBeach Radio, College Beat TV and the LB Union Weekly. All three services are student run and advised by a faculty advisor and coordinated by a full-time ASI staff member. Training, education, practicum and hands-on experience in all three media platforms; radio, television and publication, both off and online. In addition to daily, weekly and bi-weekly production, a full schedule of extra curricular workshops provides a practical learning environment for students, staff, faculty, alumni and community volunteers.

ASI Personnel

Last Name	Title	Classification
Lemos, D.	Student Media Coordinator	Student Services Professional II

Department Services

K-Beach Radio
 KBeach Radio provides 24/7 programming on 88.1 FM HD 3, and on two internet streams on Kbeach.org and KBeach FM. KBeach is programmed with music, talk, sports talk and live “Beach Sports” broadcasting. Paid student employees and volunteers provide the management and staffing.

KBeach Radio provides employment opportunities for 9 students, and includes programming and services from 52 student volunteers. Additionally, KBeach has 5 alumni volunteers, 2 faculty volunteers, 3 professional volunteer mentors, and 5 community volunteers. KBeach News serves students with daily newscasts and live broadcast of ASI Government forums. KBeach Sports serves students, the Athletics Dept. and the community by providing live streaming of play-by-play for men’s basketball, women’s basketball, baseball, volleyball and softball.

KBeach provides extra-curricular workshops in basic broadcasting skills, ethics, writing and production, copyrights and FCC regulations. KBeach also provides commercial production, public service announcements and DJ services for all departments, campus organizations, and clubs. KBeach Radio works with closely with the Student Media Coordinator and a Journalism Dept. faculty adviser.

Union Weekly
 The Long Beach Union Weekly publishes a magazine format newspaper in print and online each Monday during the academic year, with the exception of Finals Week. The Union Weekly has been a staple of the CSULB community since 1977. Since its inception, the vision of this weekly paper has been to be “the students’ newspaper,” and with each new staff the Union Weekly has progressively taken steps to keep true to that ideal. The Union Weekly is proudly student-run, curated solely by students, for students.

Anyone who is a student, alumnus, or member of the CSULB faculty is welcome to contribute to the Union Weekly, regardless of age, creed, major, sexuality, gender, disability or race. All students have an opportunity to participate and are provided with hands-on training with the latest digital publication software, and in the creation and publication of written content. The Union Weekly is accessible to the CSULB campus and the Long Beach community at large, through print distribution and on its website, and is responsible for off-setting the number of issues printed by generating revenue through advertising sales.

The Union Weekly staff is advised by media professionals employed by the Associated Students, Inc.

College Beat Television
 Founded in 1999 as College Beat Productions, in February 2014 the ASI Student Media Board of Trustees approved College Beat Television as a branch of ASI Student Media. Over the years, CBTv has expanded its format, incorporating new ideas from its ever-changing, yet highly talented contributors, made up of both paid and volunteer student staff. The mission of College Beat TV is to allow students from various disciplines the opportunity to be involved in the production of a both cinematic and journalistic content that is of specific interest to students of California State University, Long Beach.

College Beat TV is a learning laboratory for students that produces three weekly programs, “Beach Access,” “Fiction Show,” and “Late Night at Long Beach” and delivers them on YouTube and on social media platforms. A series of weekly workshops in lighting, video editing, camera work, and audio recording provides the bulk of extra curricular training and are lead by the student leadership of College Beat TV. College Beat TV works with closely with the Student Media Coordinator and a Journalism department faculty adviser.

Department	Student Media
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Revenue	Department Total	Department Overhead	Kbeach Radio	Long Beach Union Weekly	College Beat TV	Media Coordination
503 Contributions & Donations	\$2,500		2,500			
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$4,500		4,500			
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$28,000		10,000	18,000		
523 Taxable Sales	\$0					
543 Lease Income	\$5,200			5,200		
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$40,200	\$0	\$17,000	\$23,200	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$57,120	57,120				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$182,275		71,829	43,016	59,180	8,250
709 Full-Time Benefits	\$18,271	18,271				
711 Part-Time Benefits	\$2,157		982	501	612	62
Subtotal	\$259,823	\$75,391	\$72,811	\$43,517	\$59,792	\$8,312
Operating Expense						
713 Grants/Scholarships	\$0			0		
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,200		300	300	500	100
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$4,600		1,500	2,500	500	100
718 Program Supplies/Materials	\$2,200		1,500		700	
719 Travel	\$15,000		4,000	4,000	4,000	3,000
720 Staff Development	\$7,600		1,200	1,200	1,200	4,000
723 Hospitality	\$1,600		500	500	600	
725 Advertising/Promotions	\$6,100		3,600	1,000	1,500	
726 Equipment/Facility Rentals	\$1,850		1,600		250	
727 Contracted Services	\$43,500	10,000	4,000	29,500		
728 Maintenance Service Agreements	\$1,500		1,500			
738 Telecommunications/Postage	\$3,019		2,229	510		280
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,100		1,000	200	400	500
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$31,722	2,891	9,833	9,985	9,013	
772 Event Costs	\$6,000		2,000	2,000	2,000	
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$11,000		3,000	3,000	5,000	
793 Repairs & Maintenance	\$1,800		1,000		800	
798 Indirect Cost Allocation	\$37,703	37,703				
799 Assigned Contingency	\$0					
Subtotal	\$178,494	50,594	38,762	54,695	26,463	7,980
Total Expense	\$438,317	\$125,985	\$111,573	\$98,212	\$86,255	\$16,292
NET SUBSIDY FROM STUDENT FEES	(\$398,117)	(\$125,985)	(\$94,573)	(\$75,012)	(\$86,255)	(\$16,292)

Department Function

Associated Students is committed to the development and preservation of a vibrant student community, and believes firmly that student clubs and organization play a vital role in that effort. Although not formally organized as a "department" of Associated Students, services for student organizations have been aggregated here for budget presentation purposes. Services include grants of financial assistance for student organization programs and activities, as well as budget reserves to fund new requests or augment existing grants.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

Athletic Facility Fee Waivers

This service offsets costs incurred by university-recognized student organizations for their use of CSULB athletic facilities. Fee waivers are issued on a first-come, first-served basis. Student organizations must be university-recognized, not on probation, and currently registered with the Office of Student Life and Development in the semester during which the waiver is requested. Fee waivers are issued for athletic or recreational events only and can only be issued for events in which CSULB students, faculty, or staff are the intended participants or audience.

Club Sports

Many students who come to this university would like to continue in their athletic pursuits. As a major college institution, with one of the best Intercollegiate Athletic Programs on the West Coast, this is not always possible with only the top one percent able to participate at the Division I level. Through the Club Sports Program, the Recreational Sports Department offers these students, as well as students wishing to explore new interests, an opportunity to continue in their athletic endeavors. Each club offers something unique – from the highly competitive club that travels throughout the United States to the recreational club that teaches basic skills and promotes social gatherings.

College Council Grants

For funding the programs of academically related organizations, the Associated Students delegates authority to the coordinating councils of the seven colleges of the university. These College Councils are authorized to evaluate grant applications submitted by their respective member organizations and determine appropriate funding levels for them within guidelines established by the Associated Students.

Current Year Unallocated Fund

As part of the annual budget, the Associated Students maintains a Current Year Unallocated Fund for augmenting existing budgets or funding new requests that may arise during the course of the fiscal year. Applications for funding are reviewed by the Board of Control, which forwards its recommendations to the A.S. Senate for final approval.

Student Organization Grants

The Associated Students makes grants of money available to student organizations to assist in their programming efforts. These grants are used to produce events and activities to meet the educational, social, and recreational needs of the student body. Student organizations that are not affiliated with one of the seven college councils may appeal for funding directly to the A.S Board of Control. The Board reviews programs for quality and cost-effectiveness then makes funding recommendations for Senate approval. The programs for which funds are requested must have the intent of accomplishing any of the following:

- Promoting an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures;
- Aiding in the retention and graduation of currently enrolled CSULB students;
- Providing students with opportunities for on-campus social interaction; promoting discussion or debate of public issues from a variety of perspectives or viewpoints;
- Supplementing or enhancing academic preparation or development;
- Promoting students' physical and emotional well being;
- Promoting or sponsoring public service to the surrounding community;
- Developing professional or career-related skills; or
- Promoting academic performance and excellence.

Department	Student Organization Support
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Revenue	Department Total	Athletic Facility Fee Waivers	Club Sports	College Council Grants	Current Year Unallocated Fund	Student Organization Grants
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$0					
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$0					
718 Program Supplies/Materials	\$0					
719 Travel	\$0					
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$5,000	5,000				
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$0					
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$561,544		182,279	139,265		240,000
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$70,344		25,000		45,344	
Subtotal	\$636,888	\$5,000	\$207,279	\$139,265	\$45,344	\$240,000
Total Expense	\$636,888	\$5,000	\$207,279	\$139,265	\$45,344	\$240,000
NET SUBSIDY FROM STUDENT FEES	(\$636,888)	(\$5,000)	(\$207,279)	(\$139,265)	(\$45,344)	(\$240,000)

Department Function

A substantial portion of income derived from mandatory student fees is returned to the student body in various forms of financial assistance. Although not formally organized as a "department" of Associated Students, these efforts have been combined for budget presentation purposes to provide a clearer picture of ASI's contributions to educational access and student retention. Including the Athletic Scholarship program housed under the Beach Pride Fund, the Associated Students provides over \$800,000 in financial assistance to students in the form of scholarships, book grants, and travel subsidies.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

Study Center

In response to popular student demand, this budget provides funding to staff a 24 hour study center. The study center includes a designated 24-hour "study room" in the West Wing of the USU and for the designation of the entire West Wing as an after hours study center for the hours of 11:00 PM to 7:00 AM.

Student Emergency Fund (NEW)

The Student Emergency Fund has been established to assist students who are experiencing temporary financial distress whether it be in the form of loss of housing, medical emergencies, food insecurity, car accidents, theft, etc.

ASI Scholarships

In order to help offset the financial impact of increasing tuition and fees, the Associated Students is re-establishing a Scholarship Fund to provide scholarships for currently enrolled CSULB students. The scholarships are funded from capital gains on ASI's investment portfolio.

EOP Book Grants

Each year, approximately 100-150 low-income, first-generation students experience financial aid disqualification at the end of the previous academic year or encounter complications in the renewal of their financial aid. To ensure these students are able to keep pace with their coursework, a grant is made available so books and other necessary class materials may be purchased. The students are identified by a report provided by the Financial Aid Office. These are students who were on financial aid disqualification but have since made up their unit deficiencies and their reinstatement is pending.

Food Pantry

The 49er Food Pantry will expand the current Interfaith Center cupboard and provide students with a sustainable program to support their basic necessities. The 49er Food Pantry will allow more programs to be housed in the location such as the Swap Shop and Cal Fresh counselor, as well as promotion supplies regarding the other programs offered on CSULB.

Student Research Grants

This allocation provides funds to eligible and qualifying students who need financial assistance in order to conduct academically-related research projects, including field research expenses.

Student Travel Fund

Through this program, the ASI underwrites the transportation expenses of students who have been invited to present original, scholarly works or performances at academic and professional conferences, institutes, and exhibitions. Whether performing an original musical composition or presenting research findings in microbiology, the Student Travel Fund enables CSULB students to establish academic reputations both for themselves and for the university, while advancing the reputation of CSULB as a first-rate institution of higher learning and academic excellence, both domestically and internationally.

Study Abroad Grants

Pending development and approval of the final program, this restricted lump sum allocation will provide funds to eligible and qualifying students who need financial assistance in order to participate in Study Abroad programs.

Department Student Support Services
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Revenue		Department Total	Study Center	Student Emergency Fund	ASI Scholarships	EOP Book Grants
503	Contributions & Donations	\$0				
507	Private Grants/Major Gifts	\$0				
509	Government Grants & Contracts	\$0				
511	Recovered Expense/User Charge	\$0				
513	Indirect Cost Recovery	\$0				
515	Licensing Fees/Royalties	\$0				
517	Penalties & Finance Charges	\$0				
521	Non-Taxable Sales	\$0				
523	Taxable Sales	\$0				
543	Lease Income	\$0				
545	Equipment Rental	\$0				
547	Facility Rental	\$0				
595	Investment Income	\$0				
598	Other: Capital Gains	\$25,000			25,000	
	Total Revenue	\$25,000	\$0	\$0	\$25,000	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	\$0				
Personal Services						
701	Full-Time Payroll	\$0				
706	Temporary Help	\$0				
707	Part-Time Payroll	\$35,768	22,896			
709	Full-Time Benefits	\$0				
711	Part-Time Benefits	\$1,416	1,108			
	Subtotal	\$37,184	\$24,004	\$0	\$0	\$0
Operating Expense						
713	Grants/Scholarships	\$165,000			25,000	40,000
714	Food & Beverage Supplies	\$0				
715	Printing/Duplicating	\$0				
716	Building Supplies/Materials	\$0				
717	Office Supplies	\$0				
718	Program Supplies/Materials	\$1,000				
719	Travel	\$0				
720	Staff Development	\$0				
723	Hospitality	\$0				
725	Advertising/Promotions	\$175				
726	Equipment/Facility Rentals	\$0				
727	Contracted Services	\$0				
728	Maintenance Service Agreements	\$0				
738	Telecommunications/Postage	\$500				
739	Utilities	\$0				
748	Fees, Dues & Subscriptions	\$0				
763	Insurance Premiums	\$0				
764	Audit Fees	\$0				
765	Legal Fees	\$0				
767	Building Occupancy	\$0				
772	Event Costs	\$0				
791	Fixed Assets	\$0				
792	Non-Capitalized Equipment	\$5,000				
793	Repairs & Maintenance	\$0				
798	Indirect Cost Allocation	\$0				
799	Assigned Contingency	\$10,000		10,000		
	Subtotal	\$181,675	\$0	\$10,000	\$25,000	\$40,000
	Total Expense	\$218,859	\$24,004	\$10,000	\$25,000	\$40,000
	NET SUBSIDY FROM STUDENT FEES	(\$193,859)	(\$24,004)	(\$10,000)	\$0	(\$40,000)

Revenue		Food Pantry	Student Research Grants	Student Travel Fund	Study Abroad Grants
503	Contributions & Donations				
507	Private Grants/Major Gifts				
509	Government Grants & Contracts				
511	Recovered Expense/User Charge				
513	Indirect Cost Recovery				
515	Licensing Fees/Royalties				
517	Penalties & Finance Charges				
521	Non-Taxable Sales				
523	Taxable Sales				
543	Lease Income				
545	Equipment Rental				
547	Facility Rental				
595	Investment Income				
598	Other: Capital Gains				
Total Revenue		\$0	\$0	\$0	\$0
Expense					
Costs of Goods Sold					
600	Cost of Goods Sold				
Personal Services					
701	Full-Time Payroll				
706	Temporary Help				
707	Part-Time Payroll	12,872			
709	Full-Time Benefits				
711	Part-Time Benefits	308			
	Subtotal	\$13,180	\$0	\$0	\$0
Operating Expense					
713	Grants/Scholarships		25,000	25,000	50,000
714	Food & Beverage Supplies				
715	Printing/Duplicating				
716	Building Supplies/Materials				
717	Office Supplies				
718	Program Supplies/Materials	1,000			
719	Travel				
720	Staff Development				
723	Hospitality				
725	Advertising/Promotions	175			
726	Equipment/Facility Rentals				
727	Contracted Services				
728	Maintenance Service Agreements				
738	Telecommunications/Postage	500			
739	Utilities				
748	Fees, Dues & Subscriptions				
763	Insurance Premiums				
764	Audit Fees				
765	Legal Fees				
767	Building Occupancy				
772	Event Costs				
791	Fixed Assets				
792	Non-Capitalized Equipment	5,000			
793	Repairs & Maintenance				
798	Indirect Cost Allocation				
799	Assigned Contingency				
	Subtotal	\$6,675	\$25,000	\$25,000	\$50,000
Total Expense		\$19,855	\$25,000	\$25,000	\$50,000
NET SUBSIDY FROM STUDENT FEES		(\$19,855)	(\$25,000)	(\$25,000)	(\$50,000)

Department Function

The Department of University Athletics is the administrative unit responsible for the supervision of intercollegiate athletic programs. The department sponsors a diverse program of intercollegiate athletics for both women and men at the Division 1 level, competing under the rules of the National Collegiate Athletic Association (NCAA) and the Big West Conference and maintaining membership in both organizations. Women's varsity sports include basketball, softball, golf, track and field, cross-country, soccer, tennis, volleyball and water polo. Men's varsity sports include basketball, baseball, golf, track and field, cross-country, volleyball and water polo. ASI's support of University Athletics includes operating funds for the Long Beach State spirit programs, consisting of the Cheer and Dance teams, Mascot, Beach Band.

ASI Personnel

Last Name	Title	Classification

Department Services

Athletic Scholarships

Through adoption of the Beach Pride Referendum in 2000, ASI increased the number of available student athlete scholarships and increased the dollar amount of each one. As a result, CSULB is able to offer the maximum allowable scholarship funding under current regulations, thereby boosting its ability to recruit the best and brightest athletic talent to the "**The Beach**."

The Long Beach State **Cheer Team** builds campus pride while performing at home athletic games in the pyramid, pep rallies, conference tournament play, and various other University events. The Cheer Team also competes in national competitions on behalf of the University. Tryouts are held annually in the spring followed by mandatory summer camp.

CSULB's **Dance Team** builds campus pride while performing at home athletic games in the pyramid, pep rallies, conference tournament play, and various other University events. The Dance Team also competes in national competitions on behalf of the University and continues to place in the top 2 in rankings at national USA and UDA competitions. Tryouts are held annually in the spring followed by mandatory summer camp.

The **Spirit Band**, known as the Beach Band, , known as the Beach Band, builds campus pride while performing at home athletic games in the pyramid, conference tournament play, and various other University events. The Band also provides music for the Cheer and Dance Teams to perform to during timeouts and halftime activities.

Prospector Pete, the official **Mascot**, builds campus pride while making appearances at home athletic games in the Pyramid, pep rallies, conference tournament play, and various other University events.

Revenue	Department Total	Department Overhead	Athletic Scholarships	Spirit Teams	Spirit Band	
503 Contributions & Donations	\$18,000			18,000		
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$6,500			6,500		
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$24,500	\$0	\$0	\$24,500	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-time Payroll	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$315,080		275,000	13,200	26,880	
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$0					
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$0					
718 Program Supplies/Materials	\$20,944			18,944	2,000	
719 Travel	\$44,913			42,500	2,413	
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$2,500			2,500		
727 Contracted Services	\$57,581			42,456	15,125	
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$0					
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$444			444		
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$3,000					3,000
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$444,462	\$0	\$275,000	\$120,044	\$49,418	\$0
Total Expense	\$444,462	\$0	\$275,000	\$120,044	\$49,418	\$0
NET SUBSIDY FROM STUDENT FEES	(\$419,962)	\$0	(\$275,000)	(\$95,544)	(\$49,418)	\$0

Revenue		Fund Total	USU Administration	Commercial Services	Facility Operations	Programs	ASI Recreation
503	Contributions & Donations	\$0	0	0	0	0	0
507	Private Grants/Major Gifts	\$0	0	0	0	0	0
509	Government Grants & Contracts	\$0	0	0	0	0	0
511	Recovered Expense/User Charge	\$941,775	0	14,500	221,275	12,500	693,500
513	Indirect Cost Recovery	\$119,814	20,475	0	10,963	88,376	0
515	Licensing Fees/Royalties	\$0	0	0	0	0	0
517	Penalties & Finance Charges	\$0	0	0	0	0	0
521	Non-Taxable Sales	\$216,500	0	190,500	1,000	9,500	15,500
523	Taxable Sales	\$35,625	0	35,625	0	0	0
543	Lease Income	\$404,266	0	391,266	0	0	13,000
545	Equipment Rental	\$69,500	0	0	61,000	0	8,500
547	Facility Rental	\$136,000	0	50,000	81,000	0	5,000
595	Investment Income	\$70,000	70,000	0	0	0	0
598	Other:	\$0	0	0	0	0	0
		-					-
Total Revenue		\$1,993,480	\$90,475	\$681,891	\$375,238	\$110,376	\$735,500
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$76,550	0	70,000	0	2,500	4,050
Personal Services							
701	Full-Time Payroll	\$2,178,804	228,588	40,260	1,101,924	284,424	523,608
706	Temporary Help	\$0	0	0	0	0	0
707	Part-Time Payroll	\$1,906,405	40,623	155,592	486,470	214,887	1,008,833
709	Full-Time Benefits	\$1,256,315	181,864	28,337	699,967	121,978	224,169
711	Part-Time Benefits	\$97,367	1,102	4,304	37,914	4,104	49,943
	Subtotal	\$5,438,891	\$452,177	\$228,493	\$2,326,275	\$625,393	\$1,806,553
Operating Expense							
713	Grants/Scholarships	\$7,440	7,440	0	0	0	0
714	Food & Beverage Supplies	\$0	0	0	0	0	0
715	Printing/Duplicating	\$27,190	3,100	5,090	6,700	7,800	4,500
716	Building Supplies/Materials	\$270,800	0	0	270,800	0	0
717	Office Supplies	\$21,675	3,150	1,225	3,500	8,200	5,600
718	Program Supplies/Materials	\$99,455	2,500	350	8,250	6,950	81,405
719	Travel	\$44,585	27,500	3,000	4,675	5,910	3,500
720	Staff Development	\$25,040	14,000	250	3,750	3,440	3,600
723	Hospitality	\$13,775	4,700	1,175	1,000	5,150	1,750
725	Advertising/Promotions	\$77,000	2,800	13,000	2,000	24,200	35,000
726	Equipment/Facility Rentals	\$14,000	0	0	0	14,000	0
727	Contracted Services	\$680,940	98,640	0	348,700	231,500	2,100
728	Maintenance Service Agreements	\$468,685	115,525	0	271,500	3,510	78,150
738	Telecommunications/Postage	\$54,048	3,950	6,373	22,725	7,400	13,600
739	Utilities	\$730,688	0	0	730,688	0	0
748	Fees, Dues & Subscriptions	\$81,726	33,900	13,666	0	4,250	29,910
763	Insurance Premiums	\$102,762	59,872	0	0	0	42,890
764	Audit Fees	\$21,300	21,300	0	0	0	0
765	Legal Fees	\$10,000	10,000	0	0	0	0
767	Building Occupancy	\$0	0	0	0	0	0
772	Event Costs	\$65,200	57,000	1,500	0	900	5,800
791	Fixed Assets	\$0	0	0	0	0	0
792	Non-Capitalized Equipment	\$96,000	41,000	13,500	36,500	5,000	0
793	Repairs & Maintenance	\$556,151	297,793	3,600	244,500	0	10,258
798	Indirect Cost Allocation	\$485,427	485,427	0	0	0	0
799	Assigned Contingency	\$150,000	150,000	0	0	0	0
	Subtotal	\$4,103,887	\$1,439,597	\$62,729	\$1,955,288	\$328,210	\$318,063
Total Expense		\$9,619,328	\$1,891,774	\$361,222	\$4,281,563	\$956,103	\$2,128,666
NET SUBSIDY FROM STUDENT FEES		(\$7,625,848)	(\$1,801,299)	\$320,669	(\$3,906,325)	(\$845,727)	(\$1,393,166)

Department
USU Administration

Department Function

The USU Administration department works to ensure that the operation of the University Student Union is conducted in accordance with sound business practices, bond requirements, professional college union standards, and system-wide regulations governing auxiliary organizations of the California State University. Activities include management of all USU staff, programs, and facilities, preparation and submission of budget and cash flow statements to the Chancellor's Office, participation in the professional associations such as ACUI, AOA, and NACAS, strategic and operational planning, and routine assessment of USU facilities, programs, and services. The USU Administration department also undertakes activities to ensure that the USU Board of Trustees complies with all campus and State regulations. Activities include record preparation, distribution and approval of minutes for USUBOT meetings, as well as follow-up and monitoring of compliance with board directives and request for information.

ASI Personnel

Last Name	Title	Classification
Cicero, Sylvana	Interim Assoc Exec Director	MPP Salaried
Heitzhaus, C	USU Admin Coordinator	Admin Analyst/Specialist I
Vacant	Special Projects Coordinator	Admin Analyst/Specialist I

Department Services

Investment Program
 Surplus funds not needed for current operations are deposited in investment accounts as authorized by the California Education Code and ASI policy. Earnings from investments help to offset the general administrative costs of the University Student Union.

Retiree Benefits
 Pursuant to the recently enacted amendment to ASI's retirement benefits contract with PERS, the corporation is now responsible for providing medical and dental insurance to qualified annuitants who retire from service with ASI. By July 1, 2014, eight such persons will qualify for this benefit.

University Student Union Board of Trustees (USUBOT)
 The USUBOT is responsible for the oversight of the USU facility and programs. The duties include approving and monitoring the annual budget of the USU, establishing fees for facility use and services, and approving policy for all phases of operation.

Revenue		Department Total	Division Overhead	Investment Program	Retiree Benefits Program	USU Board of Trustees
503	Contributions & Donations	\$0				
507	Private Grants/Major Gifts	\$0				
509	Government Grants & Contracts	\$0				
511	Recovered Expense/User Charge	\$0				
513	Indirect Cost Recovery	\$20,475	20,475			
515	Licensing Fees/Royalties	\$0				
517	Penalties & Finance Charges	\$0				
521	Non-Taxable Sales	\$0				
523	Taxable Sales	\$0				
543	Lease Income	\$0				
545	Equipment Rental	\$0				
547	Facility Rental	\$0				
595	Investment Income	\$70,000		70,000		
598	Other:	\$0				
Total Revenue		\$90,475	\$20,475	\$70,000	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	\$0				
Personal Services						
701	Full-Time Payroll	\$228,588	228,588			
706	Temporary Help	\$0				
707	Part-Time Payroll	\$40,623	40,623			
709	Full-Time Benefits	\$181,864	66,546		115,318	
711	Part-Time Benefits	\$1,102	1,102			
	Subtotal	\$452,177	\$336,859	\$0	\$115,318	\$0
Operating Expense						
713	Grants/Scholarships	\$7,440				7,440
714	Food & Beverage Supplies	\$0				
715	Printing/Duplicating	\$3,100	2,600			500
716	Building Supplies/Materials	\$0				
717	Office Supplies	\$3,150	3,000			150
718	Program Supplies/Materials	\$2,500	2,500			
719	Travel	\$27,500	24,000			3,500
720	Staff Development	\$14,000	12,000			2,000
723	Hospitality	\$4,700	4,000			700
725	Advertising/Promotions	\$2,800	2,600			200
726	Equipment/Facility Rentals	\$0				
727	Contracted Services	\$98,640	98,640			
728	Maintenance Service Agreements	\$115,525	115,525			
738	Telecommunications/Postage	\$3,950	3,500			450
739	Utilities	\$0				
748	Fees, Dues & Subscriptions	\$33,900	33,900			
763	Insurance Premiums	\$59,872	59,872			
764	Audit Fees	\$21,300	21,300			
765	Legal Fees	\$10,000	10,000			
767	Building Occupancy	\$0				
772	Event Costs	\$57,000	57,000			
791	Fixed Assets	\$0				
792	Non-Capitalized Equipment	\$41,000	41,000			
793	Repairs & Maintenance	\$297,793	297,793			
798	Indirect Cost Allocation	\$485,427	485,427			
799	Assigned Contingency	\$150,000	-		150,000	
	Subtotal	\$1,439,597	\$1,274,657	\$0	\$150,000	\$14,940
Total Expense		\$1,891,774	\$1,611,516	\$0	\$265,318	\$14,940
NET SUBSIDY FROM STUDENT FEES		(\$1,801,299)	(\$1,591,041)	\$70,000	(\$265,318)	(\$14,940)

Department	Commercial Services
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Department Function

The purpose of the Commercial Services department is to offer members of the campus community products and services for their convenience and benefit. These services include food service, recreation activities, general campus information, computer printouts and other revenue generating activities.

ASI Personnel

Name	Title	Classification
Carranza, Rebecca	CommI Services Coordinator	Student Services Professional I

Department Services

Games Center

The University Student Union Games Center offers bowling, billiards, table tennis, swimming pool and console/pc gaming. The purpose of the USU Games Center is to initiate, promote and guide tournaments. The Games Center also offers bowling rental space to classes as a supplement to campus programs. The student staff oversees the supervision and operation for this area on a daily basis, while gaining experience in customer service, programming, cash handling, computerized registers, marketing, assisting with special events and tournaments.

Information/Copy Center

The University Student Union Information/Copy Center provides access to PC's, printouts, sells discount amusement park tickets, movie tickets, and serves as a location to obtain information or directions about the campus or ASI/USU programs and services.

Lease Operations

The University Student Union subleases space to private companies with the intent of providing services which the USU could not financially provide. Revenue generated from these subleases are included in this budget.

Retail Services

The University Student Union Commercial Services department provides oversight of the Candy Corner. The students working in this area gain experience with customer services, cash handling, computerized registers, inventory and sales. The Candy Corner offers a variety of snacks, candy, sundries and drinks.

Revenue	Department Total	Department Overhead	Games Center	Information/ Copy Center	Lease Operations	Retail Services
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$14,500		14,500			
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$190,500		110,000	30,000	2,500	48,000
523 Taxable Sales	\$35,625		11,000			24,625
543 Lease Income	\$391,266				391,266	
545 Equipment Rental	\$0					
547 Facility Rental	\$50,000		50,000			
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$681,891	\$0	\$185,500	\$30,000	\$393,766	\$72,625
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$70,000		20,000			50,000
Personal Services						
701 Full-Time Payroll	\$40,260		13,420	13,420		13,420
706 Temporary Help	\$0					
707 Part-Time Payroll	\$155,592		58,542	68,921		28,129
709 Full-Time Benefits	\$28,337		9,445	9,445		9,447
711 Part-Time Benefits	\$4,304		1,883	1,819		602
Subtotal	\$228,493	\$0	\$83,290	\$93,605	\$0	\$51,598
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$5,090		350	4,450		290
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,225		550	375		300
718 Program Supplies/Materials	\$350		350			
719 Travel	\$3,000		3,000			
720 Staff Development	\$250		250			
723 Hospitality	\$1,175				1,000	175
725 Advertising/Promotions	\$13,000		13,000			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$6,373		561	5,312		500
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$13,666		8,081	2,550		3,035
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$1,500		1,500			
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$13,500		11,500	1,000	500	500
793 Repairs & Maintenance	\$3,600		3,000	600		
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$62,729	\$0	\$42,142	\$14,287	\$1,500	\$4,800
Total Expense	\$361,222	\$0	\$145,432	\$107,892	\$1,500	\$106,398
NET SUBSIDY FROM STUDENT FEES	\$320,669	\$0	\$40,068	(\$77,892)	\$392,266	(\$33,773)

Department Facility Operations
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Department Function

The purpose of the Facility Operations department is to provide properly operating, comfortable, well-maintained, safe, and pleasant environments for the occupants of the USU and SRWC. Additionally, Facility Operations provides project management skills to oversee capital outlay projects and building repairs within the USU and SRWC. This is accomplished through a combination of standard industry practices, compliance with all in-force Code of Ordinances, and the creative use of materials.

ASI Personnel

Last Name	Title	Classification
Lewis, P.	Interim Associate Director	Administrator II
Pantoja, D.	Facility Maintenance Supervisor	Supervising Building Service Eng
Acosta, L.	Facility Maintenance Technician	Facility Worker II
Armendariz, J.	Facility Equipment Technician	Facility Worker II
Bañuelos, A.	Facility Maintenance Technician	Facility Worker II
Jost, J.	Facility Maintenance Technician	Facility Worker II
Meza, A.	Facility Maintenance Technician	Facility Worker II
Weaver, R.	Facility Services Supervisor	Admin Analyst/Specialist II
Ardon, M.	Facility Services Staff	Custodian
Cofield, K.	Facility Services Staff	Custodian
Franklin, C.	Facility Services Staff	Custodian
Garcia, M.	Facility Services Staff	Custodian
Guinn, D.	Facility Services Staff	Lead Custodian
Homsany, F.	Facility Services Staff Lead	Lead Custodian
Sidney, D.	Facility Services Staff	Custodian
Smith, J.	Facility Services Staff	Custodian
Vacant	Facility Services Staff	Custodian
Vacant	Facility Services Staff	Custodian
Macavinta, A.	Interim Building Operations Manager	Admin Analyst/Specialist II
Barfield, D.	Audio Visual Specialist	Media Production Specialist
Sea, A.	Event Coordinator	Administrative Support Coordinator
Sierra-Leeds, E.	Building Coordinator	Community Service Specialist II

Department Services

Building Management

This service ensures the safety and security for the USU and SRWC occupants. The area works in conjunction with the USU Conference and Events Center to ensure customer service needs are met for meetings, conferences and events held in the USU.

Facility Maintenance

This department provides the proper maintenance, repairs, and troubleshooting of all building systems, equipment and structure. The department provides customer service and technical support to all staff, tenants and students within the USU and SRWC buildings. The supervisor and facilities maintenance technicians serve as liaisons for customers, vendors and contractors providing services for the buildings. Maintenance oversees the exterior of the buildings which includes landscaped services for various ASI facilities provided by our landscaping contractor.

Facility Services

Cleaning and maintaining a safe and enjoyable environment within the USU and SRWC is the focus of this service. Facility Services prepares meeting rooms, completes set-ups, rearranges and maintains furniture for event planner functions, as well as, general use of the buildings.

Sustain U

This area provides support and serves as a resource for the USU, ASI, and the campus on sustainability issues. Sustain U works with ASI and the CSULB campus in meeting local, regional, and federal goals related to the Campus Climate Action Plan, the American College and University Presidents' Climate Commitment, as well as other applicable programs that educate and advocate for a more sustainable campus.

USU Conference and Event Center

The USU Conference and Event Center department receives, records, and confirms reservations in the University Student Union and Soroptimist House. The staff assists event planners with selection for appropriate space, equipment, staff support and room set-ups to maximize the effectiveness of programs and activities. The staff advises and assists

Revenue	Department Total	Department Overhead	Building Management	Facility Maintenance	Facility Services	USU CEC	Sustain U
503 Contributions & Donations	\$0						
507 Private Grants/Major Gifts	\$0						
509 Government Grants & Contracts	\$0						
511 Recovered Expense/User Charge	\$221,275		59,500	109,775	52,000		
513 Indirect Cost Recovery	\$10,963	8,764				2,199	
515 Licensing Fees/Royalties	\$0						
517 Penalties & Finance Charges	\$0						
521 Non-Taxable Sales	\$1,000					1,000	
523 Taxable Sales	\$0						
543 Lease Income	\$0						
545 Equipment Rental	\$61,000		30,000		31,000		
547 Facility Rental	\$81,000					81,000	
595 Investment Income	\$0						
598 Other:	\$0						
Total Revenue	\$375,238	\$8,764	\$89,500	\$109,775	\$83,000	\$84,199	\$0
Expense							
Costs of Goods Sold							
600 Cost of Goods Sold	-						
Personal Services							
701 Full-Time Payroll	\$1,101,924	86,856	155,172	342,852	427,932	89,112	
706 Temporary Help	\$0						
707 Part-Time Payroll	\$486,470	-	178,340	73,770	174,720	37,800	21,840
709 Full-Time Benefits	\$699,967	38,664	78,551	231,343	295,192	56,217	
711 Part-Time Benefits	\$37,914	-	14,350	4,686	14,103	3,022	1,753
Subtotal	\$2,326,275	\$125,520	\$426,413	\$652,651	\$911,947	\$186,151	\$23,593
Operating Expense							
713 Grants/Scholarships	\$0						
714 Food & Beverage Supplies	\$0						
715 Printing/Duplicating	\$6,700					4,000	2,700
716 Building Supplies/Materials	\$270,800		7,500	111,500	151,800		
717 Office Supplies	\$3,500	200	1,000	450	300	1,500	50
718 Program Supplies/Materials	\$8,250	-	3,500				4,750
719 Travel	\$4,675		1,000	900	875	900	1,000
720 Staff Development	\$3,750		1,000	500	750	1,000	500
723 Hospitality	\$1,000	500	500				
725 Advertising/Promotions	\$2,000						2,000
726 Equipment/Facility Rentals	\$0						
727 Contracted Services	\$348,700				348,700		
728 Maintenance Service Agreements	\$271,500		3,500	232,000	32,000	4,000	
738 Telecommunications/Postage	\$22,725	750	3,000	14,000	2,650	1,825	500
739 Utilities	\$730,688			730,688			
748 Fees, Dues & Subscriptions	\$0						
763 Insurance Premiums	\$0						
764 Audit Fees	\$0						
765 Legal Fees	\$0						
767 Building Occupancy	\$0						
772 Event Costs	\$0						
791 Fixed Assets	\$0						
792 Non-Capitalized Equipment	\$36,500		10,000		25,000		1,500
793 Repairs & Maintenance	\$244,500	75,000	3,000	160,000	6,500		
798 Indirect Cost Allocation	\$0						
799 Assigned Contingency	\$0						
Subtotal	1,955,288	76,450	34,000	1,250,038	568,575	13,225	13,000
Total Expense	4,281,563	201,970	460,413	1,902,689	1,480,522	199,376	36,593
NET SUBSIDY FROM STUDENT FEES	(3,906,325)	(193,206)	(370,913)	(1,792,914)	(1,397,522)	(115,177)	(36,593)

Department	Programs
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Department Function

The Programs department is dedicated to providing diverse programs, creating learning experiences, fostering personal and professional growth for CSULB students. Student development through on site learning, internship and volunteer opportunities is accomplished in the leadership areas of programming, marketing, graphics, video and television production.

ASI Personnel

Last Name	Title	Classification
Allen, K.	Interim Assoc Director, Programs	MPP
Buhler-Scott, T.	Interim Program Manager	Student Services Professional II
Vacant	Program Coordinator	Student Services Professional I
Pourabedi, M.	Graduate Assistant	Student Services Professional I
Elimelech, A.	Marketing Coordinator	Public Affairs/Comm. Specialist II
Dela Cruz, A.	Social Media Coordinator	Student Services Professional I

Department Services

ASI Productions ASI Productions is the multimedia arm for the University Student Union and Associated Students, Inc. (ASI). ASI Production produces videos for corporate events and campus departments, while offering volunteer and credit opportunities through internships.

Graphics Graphics is dedicated to providing design, conceptualization, and printing services to the University Student Union (USU) and ASI Communications Department. Graphics provides creative solutions to on-campus student organizations and university departments. The department offers internships for students and is a learning laboratory for those interested in the graphics industry.

Marketing The goal of the Marketing department is to create awareness of the USU. The department works cohesively with all University Student Union USU and ASI departments to ensure student and client traffic throughout the fiscal year. The Marketing department encompasses social media. The Marketing department will spearhead annual assessment efforts for the University Student Union including customer satisfaction, benchmarking, customer counts, comment cards, and signage review.

Maxson Center The Maxson Student Organization Center provides office space and administrative support for 33 student organizations. The objective is to foster active communication, cultivate leadership ability, and promote cultural diversity. This is accomplished by creating an atmosphere that facilitates social interaction among the representatives of CSULB's diverse clubs and organizations.

Program Council USU Program Council provides quality educational, social and entertainment events such as concerts, films, lectures, workshops, discussion groups, open mics, interactives, competitions, and festivals. Through such services, USU Program Council is able to contribute to the development of the community and the individual. The Permanent art collection is established to highlight CSULB student artists and to enhance the aesthetics of the University Student Union. It serves as an ongoing student exhibition and marketing tool for the USU. The USU Art Gallery was developed to feature student artists within the current academic year.

Department	Programs
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Revenue		Department Total	Department Overhead	ASI Productions	Graphics	Marketing	Maxson Center	USU Program Council
503	Contributions & Donations	\$0						-
507	Private Grants/Major Gifts	\$0						
509	Government Grants & Contracts	\$0						
511	Recovered Expense/User Charge	\$12,500		2,500				10,000
513	Indirect Cost Recovery	\$88,376	54,615		24,843			8,918
515	Licensing Fees/Royalties	\$0						
517	Penalties & Finance Charges	\$0						
521	Non-Taxable Sales	\$9,500			9,500			
523	Taxable Sales	\$0						
543	Lease Income	\$0						
545	Equipment Rental	\$0						
547	Facility Rental	\$0						
595	Investment Income	\$0						
598	Other:	\$0						
Total Revenue		\$110,376	\$54,615	\$2,500	\$34,343	\$0	\$0	\$18,918
Expense								
Costs of Goods Sold								
600	Cost of Goods Sold	\$2,500			2,500			
Personal Services								
701	Full-Time Payroll	\$284,424	82,752			90,108		111,564
706	Temporary Help	\$0						
707	Part-Time Payroll	\$214,887	-	54,077	72,000	30,000	15,160	43,650
709	Full-Time Benefits	\$121,978	40,416			39,143		42,419
711	Part-Time Benefits	\$4,104	-	121	2,072	822	366	723
Subtotal		\$625,393	\$123,168	\$54,198	\$74,072	\$160,073	\$15,526	\$198,356
Operating Expense								
713	Grants/Scholarships	\$0						
714	Food & Beverage Supplies	\$0						
715	Printing/Duplicating	\$7,800			1,200	1,500	800	4,300
716	Building Supplies/Materials	\$0						
717	Office Supplies	\$8,200	200	1,500	2,000	1,500	1,500	1,500
718	Program Supplies/Materials	\$6,950		1,250			2,000	3,700
719	Travel	\$5,910	360	2,250	300			3,000
720	Staff Development	\$3,440	140	300	500			2,500
723	Hospitality	\$5,150	500	300	450	500	200	3,200
725	Advertising/Promotions	\$24,200				18,000	200	6,000
726	Equipment/Facility Rentals	\$14,000						14,000
727	Contracted Services	\$231,500		1,000		2,500		228,000
728	Maintenance Service Agreements	\$3,510			1,000	2,510		
738	Telecommunications/Postage	\$7,400		500	600	2,400	1,400	2,500
739	Utilities	\$0						
748	Fees, Dues & Subscriptions	\$4,250	1,000	250	1,000	1,000		1,000
763	Insurance Premiums	\$0						
764	Audit Fees	\$0						
765	Legal Fees	\$0						
767	Building Occupancy	\$0						
772	Event Costs	\$900		400		500		
791	Fixed Assets	\$0						
792	Non-Capitalized Equipment	\$5,000		2,000	1,500		1,500	
793	Repairs & Maintenance	\$0						
798	Indirect Cost Allocation	\$0						
799	Assigned Contingency	\$0						
Subtotal		\$328,210	\$2,200	\$9,750	\$8,550	\$30,410	\$7,600	\$269,700
Total Expense		\$956,103	\$125,368	\$63,948	\$85,122	\$190,483	\$23,126	\$468,056
NET SUBSIDY FROM STUDENT FEES		(\$845,727)	(\$70,753)	(\$61,448)	(\$50,779)	(\$190,483)	(\$23,126)	(\$449,138)

Department Function

ASI Recreation Overhead and corresponding departments operate the Student Recreation & Wellness Center (SRWC), sell memberships and reserve facilities within the building. The SRWC is a 126,000 square foot facility with fitness programs, instructional classes and workshops, rock climbing wall, multi-purpose courts, pool, sand volleyball, over 20,000 sq. feet of weight room and cardio space and more . The center serves as a place for students, faculty, staff and alumni to exercise, study, hang out and provides student opportunities for employment and internships. Yearly usage rates for the facility exceed 650,000 entries. Yearly membership revenue exceeds \$600,000.

ASI Personnel

Name	Title	Classification
Venegas, I.	Interim Associate Dir. Com. Bus. Ops.	Administrator I
McEachin, R.	Information Technology Specialist	Equipment Systems Specialist I
Olvera, J.	Graduate Intern, Business Operations	Graduate Intern
Sauceda, Matthew	Admin. Support Assistant	Administrative Support Coordinator I
Schoen, K.	Member Services & Marketing Coord.	Admin Support Coordinator

Department Services

ASI Recreation Department Overhead
 ASI Recreation's Department Overhead provides funding for SRWC full-time and student single-day retreats as well as student professional development for NIRSA. It provides funding for SRWC staff CPR/First Aid/AED certifications as well as funding for SRWC required uniforms. The ASI Recreation Department also funds the Graduate Intern position for the Business Operations department.

Business Operations
 ASI Recreation Business Operations provides departmental oversight to all business and commercial related commerce that ASI Recreation is involved in. This would include all cash handling centers, facility rental/reservations, lease operations, and retail services. The Business Operations department works collaboratively with Facility and Maintenance departments. Building Management handles facility security, building counts, and ensures the safety of its members and guests.

Membership Services and Marketing
 ASI Recreation's Membership Services & Marketing provides oversight to all membership related activities for the department including but not limited to new membership registration, front desk staffing, facility tours, and more. It also serves as the conduit for all the programmatic areas for the department with ASI Communications in order to ensure uniform and seamless marketing programs for the department. This department is solely responsible for \$600,000 plus in revenue.

Department Function

ASI Recreation Programs is the department that provides the programs and equipment for the Student Recreation & Wellness Center (SRWC). The SRWC is a 126,000 square foot facility with fitness programs, instructional classes and workshops, rock climbing wall, multi-purpose courts, pool, sand volleyball, over 20,000 sq. feet of weight room and cardio space and more . The center serves as a place for students, faculty, staff and alumni to exercise, study, hang out and provides student opportunities for employment and internships. Yearly usage rates for the facility exceed 650,000.

ASI Personnel

Name	Title	Classification
MacRae, M.	Interim Assistant Director	Athletics Multiple Functions Admin I
Freeman, M.	Aquatics Coordinator	Student Services Professional II
Huebner, C.	Outdoor Adventure & Wellness Coord.	Student Services Professional II
McDonald, G.	Director, Intramural Sports	Admin Analyst/Specialist
Swanson, L.	Interim Fitness Coordinator	Student Services Professional II

Department Services

Aquatics ASI Recreation’s outdoor swimming pool and sand volleyball court have designated lap swimming lanes, as well as a recreation swimming area. The pool is open for lap swimming, open recreation and scheduled programming. CPR and lifeguard certifications are offered each semester. Specific programming includes swim lessons, outdoor movies, inner tube water polo, paddle board races, kayak races and swim into shape. Participants will be able to improve their overall health and wellness and learn new skills. Annual participation rates exceed 12,000.

Beach Balance Beach Balance aims to promote personal well-being, from a holistic approach, by empowering members of the CSULB community to make healthy lifestyle choices. Beach Balance offerings include programs about nutrition, stress management, biofeedback, and overall health education. Specific programs include meditation classes, nutrition counseling, massage therapy, nutrition & fitness workshops, naps in hammocks, and more. Participants will be able to improve their interpersonal development skills, decrease stress levels and gain knowledge from a variety of formats. Annual participation rates exceed 3,000.

Fitness Program ASI Recreation’s fitness program is designed to satisfy all of your fitness needs and offers a diverse set of activities, classes, and services. The major components of the fitness program are facility/equipment orientations, fitness assessments, personal training, group fitness classes and instructional based classes. ASI Recreation’s fitness program is designed to satisfy all of your fitness needs and offers a diverse set of activities, classes, and services. The major components of the fitness program are free fitness assessments, personal training, group fitness classes and instructional based classes. The program offers over 50 free fitness classes each week including yoga, pilates, spin, zumba and cardio/strength formats. The instructional based classes are designed for progression and include several martial arts classes, TRX, boxing 101 and more. Participants will be able to increase their overall health & wellness, decrease stress levels , meet new friends and learn new skills that may last a lifetime. Annual participation rates exceed 36,000.

Inclusive Recreation Inclusive Recreation provides people with cognitive, physical, and sensory disabilities to expand their access to opportunities that promote health, wellness and greater functional independence by delivering barrier-free programs in which both people with disabilities and their non-disabled peers may participate, collaborate and recreate. Specific programming includes no barriers climbing, goal ball, wheelchair basketball, dark climb, self defense and more. Annual participation exceeds 1,000.

Intramural Sports Intramural Sports offers opportunities to participate in sports activities on a recreational level. Participants, in this fee based program, can sign up as a team or individually as a free agent. Leagues and tournaments are available in a wide variety of indoor/outdoor sports. These sports include, but are not limited to basketball, volleyball, softball, soccer, football, badminton & racquetball. Semester tournaments are also offered in a variety of formats. Participants will be able to increase their overall health and wellness, meet new friends and learn new skills. The program also offers officials clinics to be able to hire students as officials in the program. Annual participation rates exceed 2,000.

The Rock and Outdoor Adventures ASI Recreation’s Rock & Outdoor Adventures program provides climbing classes, anchor building, bouldering, team building, camping, hiking, sailing and more. Participants are also able to rent outdoor equipment for specific activities. Other program offerings include the mile high challenge, belay a mile, slacklining, game night, and more. Participants will be able to experience a variety of outdoor trips, make new friends, learn new skills and increase their overall health and wellness. Annual participation exceeds 9,000.

Department	ASI Recreation
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Revenue		Beach Balance	Fitness	Inclusive Recreation	Intramural Sports	Rock & Outdoor Adventure
503	Contributions & Donations					
507	Private Grants/Major Gifts					
509	Government Grants & Contracts					
511	Recovered Expense/User Charge	12,000	51,500		21,500	3,000
513	Indirect Cost Recovery					
515	Licensing Fees/Royalties					
517	Penalties & Finance Charges					
521	Non-Taxable Sales		10,000		4,500	1,000
523	Taxable Sales					
543	Lease Income					
545	Equipment Rental					5,500
547	Facility Rental					
595	Investment Income					
598	Other:					
Total Revenue		\$12,000	\$61,500	\$0	\$26,000	\$9,500
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold				4,050	
Personal Services						
701	Full-Time Payroll		101,256		58,476	49,644
706	Temporary Help					
707	Part-Time Payroll	59,659	201,352	9,000	151,442	111,671
709	Full-Time Benefits		48,113		21,780	17,557
711	Part-Time Benefits	3,105	12,218	540	5,261	4,870
	Subtotal	\$62,764	\$362,939	\$9,540	\$236,959	\$183,742
Operating Expense						
713	Grants/Scholarships					
714	Food & Beverage Supplies					
715	Printing/Duplicating					
716	Building Supplies/Materials					
717	Office Supplies	500	500		500	500
718	Program Supplies/Materials	2,500	9,000	500	8,150	12,000
719	Travel					
720	Staff Development					2,400
723	Hospitality	200	200		200	200
725	Advertising/Promotions					
726	Equipment/Facility Rentals					
727	Contracted Services					
728	Maintenance Service Agreements				3,150	
738	Telecommunications/Postage	500	1,200		2,000	750
739	Utilities					
748	Fees, Dues & Subscriptions					
763	Insurance Premiums				65	400
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs					
791	Fixed Assets					
792	Non-Capitalized Equipment					
793	Repairs & Maintenance					
798	Indirect Cost Allocation					
799	Assigned Contingency					
	Subtotal	\$3,700	\$10,900	\$500	\$14,065	\$16,250
Total Expense		\$66,464	\$373,839	\$10,040	\$255,074	\$199,992
NET SUBSIDY FROM STUDENT FEES		(\$54,464)	(\$312,339)	(\$10,040)	(\$229,074)	(\$190,492)