

2015-16

ASI Consolidated Operating Budget



ASSOCIATED STUDENTS, INCORPORATED
DIVISION OF STUDENT AFFAIRS
CALIFORNIA STATE UNIVERSITY, LONG BEACH

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INTRODUCTION

The 2015-2016 Consolidated Operating Budget for Associated Students, Incorporated 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 \$15,798,517, a decrease of \$14,144. The Associated Students Board of Control approved the Associated Students budget proposal at its regularly scheduled meeting on Tuesday, April 21, 2015. The University Student Union Board of Trustees approved the University Student Union budget proposal at its regularly scheduled meeting on Friday, April 10, 2015. The 2015-2016 Consolidated Operating Budget received final approval from the ASI Senate/Board of Directors at its regularly scheduled meeting on May 6, 2015.

REVENUE AND SUPPORT

REVENUE FROM STUDENT FEES

ASSOCIATED STUDENTS FEES

The 2015-2016 Associated Students budget includes net fee revenue of \$4,496,154 based on enrollment projections provided by the CSULB Office of Budget and University Services. This represents an increase of \$38,673 over the amount adopted for 2014-2015. This slight increase results from the fact that the recent AS fee increase will be applied to summer session for the first time since it was passed in spring 2014. Table 1 below provides an accounting for the revenue generated from Associated Students fees.

	Summer '15	Fall '15	Spring '16
Enrollment Data			
Gross Headcount Enrollment	6,033	37,176	34,563
Financial Data			
Collections	\$241,320	\$2,230,560	\$2,073,780
Less: Fee Waivers	(2,334)	(21,578)	(20,061)
<u>Less: Bad Debt/Disenrollment</u>	<u>(294)</u>	<u>(2,715)</u>	<u>(2,524)</u>
Total Fee Income by Session	\$238,692	\$2,206,267	\$2,051,195
Projected Annual Fee Income			\$4,496,154

Table 1 Enrollment and AS Fee Income Projection

UNIVERSITY STUDENT UNION

The University Student Union budget includes net fee revenue of \$13,481,093, which is subsequently reduced to provide for payment for University Student Union and Student Recreation and Wellness Center (SRWC) Debt Service, Chancellor's Office overhead, and contributions to reserve accounts.

A slight decrease in student enrollment provides for a 2.2% decrease in USU fees available for operation. Table 2 provides an accounting for the revenue generated from the USU fee and its subsequent application.

	Summer '15	Fall '15	Spring '16
Enrollment Data			
Gross Headcount Enrollment	6,033	37,176	34,563
Financial Data			
Collections	\$808,422	\$6,654,504	\$6,186,777
Less: Fee Waivers	(9,729)	(80,085)	(74,456)
Less: Bad Debt/Disenrollment	(257)	(2,116)	(1,967)
Total Fee Income by Session	<u>\$798,436</u>	<u>\$6,572,303</u>	<u>\$6,110,354</u>
Projected Annual Fee Income			<u>\$13,481,093</u>
PLUS: Income from Investment of CSULB-Held Funds			80,000
LESS: Debt Service			(5,327,293)
LESS: Chancellor's Office Overhead			(55,000)
LESS: Transfer to Reserve for Repair and Replacement			(116,398)
LESS: Transfer to Reserve for Catastrophic Event			(979,795)
LESS: Transfer to General Reserve-Debt Service			<u>(\$0)</u>
Projected Annual Fee Income Available for Allocation			\$7,082,607

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 \$2,304,608 in income from operations, a slight increase of 0.56%. This is the result of projected increases in revenue from childcare fees and grants and contracts. The \$10,000 increase in "Other" represents the anticipated prior year carry-over from our Los Angeles Universal Preschool Grant.

The University Student Union expects to generate approximately \$1,915,148 in income from operations, an increase of 10.6%. This is primarily a result of growth in SRWC memberships for Associate and Affiliate members, increased sales of personal training services, additional lease income for the Dream Success Center, and taxable sales.

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

Source	2014-2015 Total	2015-2016 Total	Variance	Percent Change
Contributions and Donations	\$ 36,000	\$ 33,500	\$(2,500)	-6.94%
Government Grants and Contracts	562,519	584,869	22,350	3.97%
Recovered Expense/User Charge	1,531,433	1,638,900	107,467	7.02%
Indirect Cost Recovery	556,077	558,727	2,650	0.48%
Non-Taxable Sales	686,900	684,804	(2,096)	-0.31%
Taxable Sales	38,925	40,125	1,200	3.08%
Lease Income	256,110	287,891	31,781	12.41%
Equipment Rental	51,000	68,000	17,000	33.33%
Facility Rental	150,000	155,500	5,500	3.67%
Investment Income	129,856	132,440	2,584	1.99%
Other	25,000	35,000	(10,000)	40.00%
Total	\$ 4,023,820	\$4,219,756	\$195,936	4.87%

Table 3 Combined Sources of Income from Operations

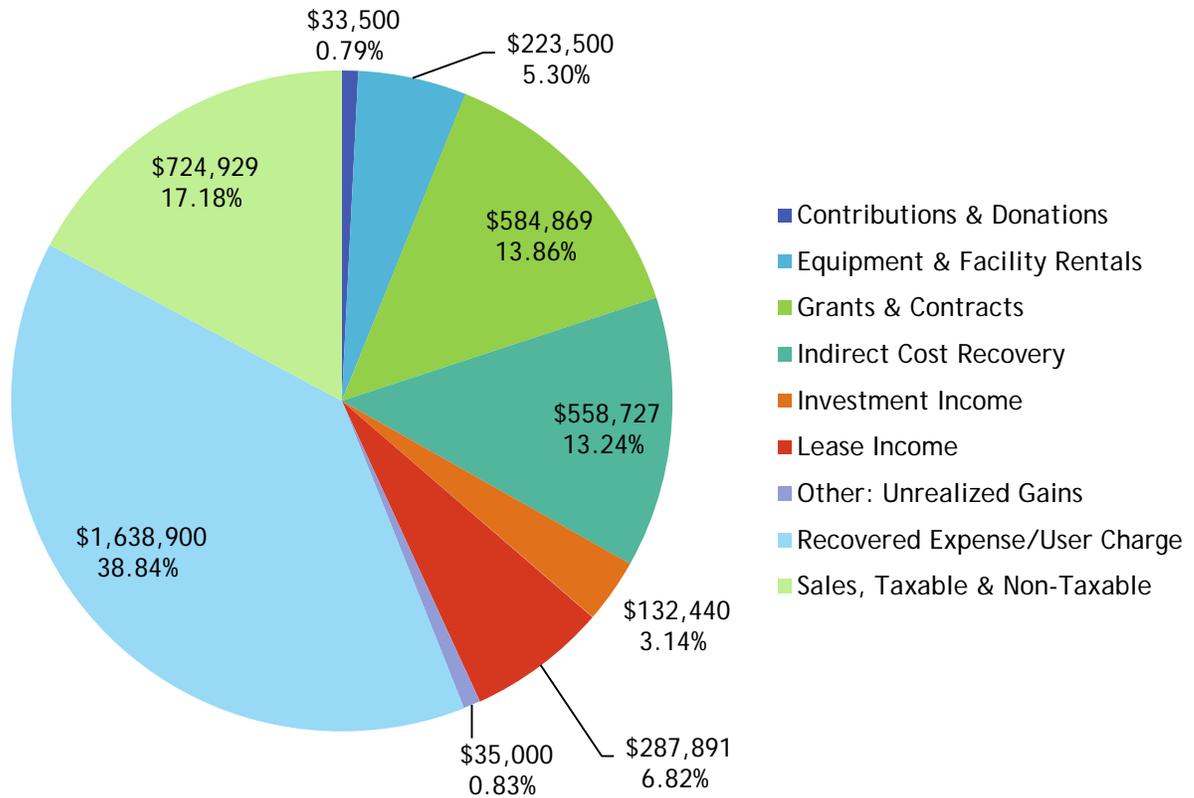


Figure 1 Composition of Income from Operations

EXPENSES

PERSONAL SERVICES

The total budget for personal services has increased by 3.51% compared to the current year's budget. Full-time payroll has increased by 3.02%. Part-time payroll has increased by 4.71% as a result of the \$1.00 per hour increase in the California minimum wage, which will become effective January 1, 2016. Full-time benefit expenses have decreased by 0.49%, primarily due to a 5% reduction in the premiums for our Kaiser HMO health plan. Part-time benefit expenses have increased by 2.59%, driven by the increase in wages.

Line Item	2014-2015	2015-2016	Difference	Percent Change
Full-Time Payroll	3,643,317	3,753,464	110,147	3.02%
Part-Time Payroll	2,752,391	2,881,906	129,516	4.71%
Full-Time Benefits	1,905,848	1,896,516	(9,332)	-0.49%
Part-Time Benefits	111,608	114,503	2,895	2.59%
Total	\$8,413,164	\$8,646,389	\$233,225	10.86%

Table 4 Combined Personal Service Costs

POSITIONS

The budget includes a 1.0 increase in full-time equivalent staffing for the University Student Union. A Special Projects Coordinator was added on a temporary full-time basis to assist with long-standing administrative projects for the corporation. There are no staff additions for the Associated Students.

SALARIES

The 2015-2016 operating budget includes a 2% cost-of-living increase for all full-time positions. The funds for this increase are already reflected in the various department budgets presented throughout this document.

STUDENT ASSISTANT WAGES

The budget includes \$2,881,906 for student assistant payroll. The minimum wage increase has already been included in the operating budget for each department. In light of the substantial increase (11.11%) that student employees will receive as a result of the new minimum wage, 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 July 1, 2014 and will continue to follow that schedule once it is revised for the increase on January 1, 2016.

MANDATED BENEFITS

Unemployment Insurance rates are expected to remain flat for the 2015-2016 fiscal year, while Workers' Compensation rates are expected to increase based on modified rates for workers performing manual labor. 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 8.8% and 2.3% in our Anthem HMO and PPO medical insurance premiums, respectively, for the third and fourth quarters of the 2015-2016 fiscal year. Our Kaiser HMO medical insurance premiums are expected to decrease by 5%. 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 \$94,640 for the payment of medical and dental benefits for eight retirees. The budget for Associated Students also includes \$10,500 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 2015-2016 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, the Associated Students, Incorporated 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 \$32,400 that has been included in the budget. Associated Students, Incorporated will also pay employer contributions to PERS at the rate of 18.133% of Tier 1 wages, 9.592% of Tier 2 wages, and 6.715% of wages for those employees who are subject to the Public Employee Pensions Reform Act (PEPRA). The total expense for pension contributions is \$525,900.

OPERATING EXPENSE AND EQUIPMENT

Object of Expenditure (listed alphabetically)	2014-2015	2015-2016	Variance	Percent Change
Advertising/Promotions	112,465	109,982	(2,483)	-2.21%
Assigned Contingency	916,622	740,640	(175,982)	-19.20%
Audit Fees	46,050	47,838	1,788	3.88%
Building Occupancy	92,789	110,151	17,362	18.71%
Building Supplies/Materials	315,175	294,928	(20,247)	-6.42%
Contracted Services	544,084	604,405	60,321	11.09%
Equipment/Facility Rentals	32,881	37,924	5,043	15.34%
Event Costs	653,269	689,339	36,070	5.52%
Fees, Dues & Subscriptions	85,785	62,302	(23,483)	-27.37%
Fixed Assets	8,000	12,988	4,988	62.35%
Food & Beverage Supplies	54,600	58,000	3,400	6.23%
Grants/Scholarships	463,482	516,920	53,438	11.53%
Hospitality	17,625	21,075	3,450	19.57%
Indirect Cost Allocation	573,010	563,428	(9,582)	-1.67%
Insurance Premiums	178,932	141,088	(37,844)	-21.15%
Legal Fees	17,520	18,016	496	2.83%
Maintenance Service Agreements	712,967	694,232	(18,735)	-2.63%
Non-Capitalized Equipment	146,700	116,363	(30,337)	-20.68%
Office Supplies	54,239	52,425	(1,814)	-3.34%
Printing/Duplicating	61,270	62,647	1,377	2.25%
Program Supplies/Materials	186,816	210,108	23,292	12.47%
Repairs & Maintenance	773,655	591,536	182,119	-23.54%
Staff Development	0	33,454	33,454	N/A
Telecommunications/Postage	101,902	98,660	(3,242)	-3.18%
Travel	140,824	122,908	(17,916)	-12.72%
Utilities	606,439	702,143	95,704	15.78%
Total	\$6,897,101	\$6,713,500	\$(183,601)	-2.66%

Table 5 Combined Operating Expenses

The overall budget for operating expenses has decreased by 2.66% compared to the 2014-2015 fiscal year. While most changes in specific operating expenses are attributed to actual prior year activity, some expenses have notably decreased due to other factors. These include the following:

- Assigned contingency - the \$175,982 reduction reflects a decrease in the amount of funds needed to address deferred maintenance at the Isabel Patterson Child Development Center due to the completion of several projects
- Fees, due & subscriptions - the \$23,483 reduction is actually the result of the reclassification of professional conference fees from this line item to line item "720 - Staff Development"
- Insurance premiums - the \$37,844 decrease reflects a reduction in property insurance premiums
- Repairs & maintenance - the \$182,119 reduction results from the recent replacement of aging equipment, which will require less maintenance effort
- Travel - the \$17,916 reduction is actually the result of the reclassification of professional conference fees from this line item to line item "720 - Staff Development"

Operating expenses that have significantly increased include:

- Contracted services - the \$60,321 increase represents the new contract ASI has entered into with Ceridian for the provision of payroll, time/attendance, and HRIS services. This contract replaces and consolidates previous contracts with ADP, ABRA, and Unitime.
- Grants/scholarships - the \$53,438 increase is a result of the minimum wage increase, the addition of the Chief of Staff's tuition previously covered by the university, and the creation of the new Student Emergency Fund
- Program supplies & materials - the \$23,292 increase reflects increased support for the SRWC's Fitness and Beach Balance programs as well as the Rock and Outdoor Adventures program

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 Program Board	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 Soroptimist House 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 under line item 798:

Source of CSULB Cost	Annual Amount
CSULB EO 1000 Cost Allocation Plan (based on audited 13/14 revenues of \$2,615,667 x 3.08%)	\$80,563
LESS: Credit for value of space leased to CSULB net of CSULB ITS Services	(70,124)
	Total
	\$10,439

Table 8 Costs incurred by CSULB for services provided to ASI

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 2015-2016 ASI Consolidated Operating Budget.

ASSOCIATED STUDENTS RESERVES

The student body approved a fee increase referendum placed on the ballot by the Student Fee Advisory Committee in spring 2014. As a condition of authorizing this referendum, the Committee stipulated that the Associated Students revise its Policy on Reserves to correspond more closely to the reserve policies of the University Student Union, where applicable. This policy was revised by the Board of Control in spring 2014 to satisfy this stipulation.

In re-evaluating the amount of funds to be held in reserve, the Board of Control employed a risk-based approach that examined plausible risks associated with the current operations of the Associated Students. This has resulted in the replacement of current reserve accounts with new 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 06/30/15	Target Balance 07/01/15	Amount (Under)/Over
Retained Earnings	\$489,085	\$0	\$489,085
Reserve for Enrollment Shortfall	326,020	445,748	(119,728)
Reserve for Self-Insurance	67,100	67,100	0
Reserve for Capital Expenditures ¹	0	0	0
NEW - Reserve for Loss of External Funding	269,209	281,259	(12,050)
NEW - Reserve for Catastrophic Events	81,754	46,817	34,937
Total	\$1,233,168	\$840,924	\$392,244

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 2015-2016 operating budget provides significant contributions to both Local and University-held Reserves.

The USU maintains the following reserves in the accounting records of the Associated Students, Incorporated.

ASI-Held Reserves	Projected Ending Balance 06/30/2015	Target Balance 07/01/2015	Amount (Under)/Over
Retained Earnings	\$100,000	\$0	\$100,000
Reserve for Working Capital	367,643	433,060	(65,417)
Reserve for Minor Capital Outlay	196,337	267,986	(71,649)
Reserve for Capital Development for New Projects	2,250,000	2,250,000	0
Total	\$2,913,980	\$2,951,046	\$(37,066)

Table 10 Schedule of USU Local Reserves and Target Levels

Due to revisions of the USU Reserve Policy, the Working Capital Reserve will need an additional \$65,417 to be fully funded. The Minor Capital Outlay reserve will be \$196,337 at the end of fiscal year 2014-2015, requiring an additional \$71,649 to be fully funded by fiscal year 2015-2016. The reserve for Capital Development for New Projects will be \$2,250,000 at the end of fiscal year 2014-2015, requiring no additional funding.

With respect to University-held Reserve levels (Table 11), the Reserve for Repair and Replacement will have a balance at the end of fiscal year 2014-2015 of \$245,747 and will require an additional \$116,399 to be fully funded by policy. Important to note is that given the contributions to reserves in Table 1, the Catastrophic Event reserve level will be \$8,843,889 at the end of fiscal year 2014-2015 requiring an additional \$1,254,569 to be fully funded per policy. The General Reserve-Debt Service reserve level will be \$6,528,284 at the end of fiscal year 2014-2015. Since the required balance in 2015-2016 will be less than the 2014-2015 balance, one can consider it fully funded at this time.

¹ All funding for Associated Students Capital Outlay will now be funded through the annual operating budget in accordance with the provisions of the Spring 2014 Fee Referendum and ASI Policy on Capital Expenditures. Funds allocated but not spent by the end of the year will be transferred to the Reserve for Capital Expenditures starting in June 2015.

University-Held Reserves	Projected Ending Balance 06/30/2015	Target Balance 07/01/2015	Amount (Under)/Over
Reserve for Repair and Replacement	\$245,747	\$362,146	\$(116,399)
Reserve for Catastrophic Event	8,843,889	10,098,458	(1,254,569)
General Reserve - Debt Service	6,528,284	6,392,752	135,532
Total	\$15,617,920	\$16,853,356	\$(1,235,436)

Table 11 Schedule of USU Reserves Held by the University

OPERATIONAL CHANGES FOR 2015-2016

ASI COMMUNICATIONS

SENIOR PORTRAITS

In previous years ASI has offered a Senior Portraits service; however, this service is now provided by the 49er Shops in conjunction with their Grad Fair. This service was originally provided due to the Goldmine Yearbook program and continued after that program ended in order to continue to provide a service that was not being offered elsewhere. Now that 49er Shops offers this service, ASI does not need to provide it

By ending the Senior Portraits service ASI will no longer generate \$3,000 in revenue.

BEACHSYNC

ASI will no longer fund the BeachSync program on campus. This responsibility will move to the Division of Student Affairs. However, ASI will continue to fund and supervise the student position that serves as the BeachSync Community Manager until a transition is made to the division. By moving BeachSync under the Division of Student Affairs, ASI will no longer have the contract expense.

ASI ARCHIVES

This service area currently housed with the Executive Director will now be under the oversight of ASI Communications, specifically the Communications Manager. Professional development training will be necessary for the Communications Manager to ensure proper oversight of the archives. The Communications Manager has applied to the Western Archives Institute, a two week intensive training in the field of archives. The cost of this training is included in the budget.

CAPITAL EXPENDITURES

\$278,072 has been provided for deferred maintenance projects at the Isabel Patterson Child Development Center. An additional \$109,153 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.

GOVERNMENT OPERATIONS

DEPARTMENT OVERHEAD

Event Costs have been increased by \$3,000 to cover the actual expenses of the fall and spring Leadership Retreats.

EXECUTIVE OFFICERS

Scholarships have been increased in order to cover the tuition expense for the Chief of Staff, which is no longer being funded by the CSULB Office of the President. \$1,000 has been provided for Staff Development of the Executive Officers, and \$5,000 has been provided in Event Costs for the Executive Officers' Retreat and the CSUnity Conference.

SYSTEMWIDE AFFAIRS

The budget for travel to CSSA meetings has been increased from \$10,000 to \$15,000. However, ASI will no longer be paying CSSA dues as a result of the implementation of the system-wide Student Involvement and Representation Fee.

HUMAN RESOURCES OFFICE

HUMAN RESOURCES INFORMATION SYSTEM

The implementation of a new HRIS system will increase the budget by a net amount of \$34,560. In discussions with CSULB Staff Human Resources, we have learned that this cost is comparable among systems of this size and type in the industry today.

INFORMATION TECHNOLOGY

ASI has entered in to a Service Level Agreement with CSULB's Information Technology Services for the physical storage, security, and back-up of our network servers. This has resulted in an \$11,229 increase in Contracted Services.

OTHER POST-EMPLOYMENT BENEFITS

In anticipation that contributions to the VEBA trust account will no longer be needed, this budget has been reduced by \$50,000.

STUDENT MEDIA

KBEACH

KBeach Radio has added a new student assistant position of Underwriting and Sales Manager. This position will replace the existing Marketing Manager position. The Marketing Manager's position duties will now be handled by the General Manager. The addition of the Underwriting and Sales Manager

position will have a direct impact on revenue. KBeach will also add a Sports Director to accommodate the new sports streaming programming that it provides for Athletics.

COLLEGE BEAT TV

A new student Producer position has been added to accommodate the increased number of interested and active volunteers. This will allow the Chief Executive Producer to function as an Administrator and alleviate from that position responsibilities for day-to-day production of one of the weekly shows. It will also allow for oversight of long range goals and development for College Beat TV. The addition of a Producer position will increase student payroll by \$10,607.

STUDENT SUPPORT SERVICES

STUDY ABROAD GRANTS

An additional \$5,000 has been awarded for Study Abroad Scholarships.

STUDENT EMERGENCY FUND

\$10,000 has been allocated for contribution to the new Student Emergency Fund, which has been established to assist students who are experiencing temporary financial distress such as loss of housing, medical emergencies, food insecurities, car accidents, theft, etc.

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.

Requests for additional information or assistance may be directed to ASI Executive Director Richard Haller at extension 54996.

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Revenue		Fund Total	Beach Pride Center	Business Office	Capital Expenditures	Communications	Development
503	Contributions & Donations	\$33,500	0	0	0	\$0	0
507	Private Grants/Major Gifts	\$137,502	0	0	0	\$0	0
509	Government Grants & Contracts	\$447,367	0	0	0	\$0	0
511	Recovered Expense/User Charge	\$654,882	7,500	6,700	0	\$0	0
513	Indirect Cost Recovery	\$438,913	0	121,675	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	\$479,804	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	\$72,440	0	50,000	0	\$0	0
598	Other:	\$35,000	0	0	0	\$0	0
Total Revenue		\$2,304,608	\$7,500	\$178,375	\$0	\$24,655	\$37,954
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$300,420	0				
Personal Services							
701	Full-Time Payroll	\$1,585,859	0	289,038	0	96,329	46,708
706	Temporary Help	\$33,768	0	0	0	0	0
707	Part-Time Payroll	\$1,140,077	18,520	27,925	0	65,527	0
708	Stipends	\$52,248	6,720	0	0	0	0
709	Full-Time Benefits	\$740,397	0	131,323	0	35,969	29,532
711	Part-Time Benefits	\$37,239	512	771	0	1,314	0
Subtotal		\$3,589,588	\$25,752	\$449,057	\$0	\$199,139	\$76,240
Operating Expense							
713	Grants/Scholarships	\$516,920	0	0	0	0	0
714	Food & Beverage Supplies	\$58,000	0	0	0	0	0
715	Printing/Duplicating	\$40,257	7,000	5,000	0	1,800	2,750
716	Building Supplies/Materials	\$1,043	250	0	0	0	0
717	Office Supplies	\$31,850	3,750	6,000	0	1,900	300
718	Program Supplies/Materials	\$114,053	23,000	0	0	500	1,750
719	Travel	\$84,953	540	2,000	0	2,700	2,000
720	Staff Development	\$20,099	600	1,900	0	1,700	1,000
723	Hospitality	\$10,350	1,350	400	0	0	2,500
725	Advertising/Promotions	\$35,582	13,415	0	0	4,200	1,200
726	Equipment/Facility Rentals	\$23,924	4,280	0	0	0	0
727	Contracted Services	\$234,484	44,254	14,500	0	4,000	0
728	Maintenance Service Agreements	\$34,900	0	0	0	0	0
738	Telecommunications/Postage	\$33,293	2,000	4,500	0	1,862	1,200
739	Utilities	\$3,000	0	0	0	0	0
748	Fees, Dues & Subscriptions	\$17,482	0	2,000	0	225	850
763	Insurance Premiums	\$37,649	0	2,439	0	0	0
764	Audit Fees	\$27,838	0	17,000	0	0	0
765	Legal Fees	\$5,016	0	0	0	0	0
767	Building Occupancy	\$110,151	9,309	15,357	0	6,719	0
772	Event Costs	\$627,939	0	0	0	300	0
791	Fixed Assets	\$12,988	0	0	0	0	0
792	Non-Capitalized Equipment	\$21,863	0	2,000	0	0	0
793	Repairs & Maintenance	\$36,385	0	750	0	0	0
798	Indirect Cost Allocation	\$130,095	15,332	10,439	0	43,849	9,486
799	Assigned Contingency	\$640,640	200,000	0	387,225	0	0
Subtotal		\$2,910,754	\$325,080	\$84,285	\$387,225	\$69,755	\$23,036
Total Expense		\$6,800,762	\$350,832	\$533,342	\$387,225	\$268,894	\$99,276
NET SUBSIDY FROM STUDENT FEES		(\$4,496,154)	(\$343,332)	(\$354,967)	(\$387,225)	(\$244,239)	(\$61,322)

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	137,502	0
509	Government Grants & Contracts	0	0	0	0	402,367	0
511	Recovered Expense/User Charge	0	500	7,500	0	612,424	0
513	Indirect Cost Recovery	43,309	0	166,102	45,218	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	22,434	0	6	0
598	Other:	0	0	0	0	10,000	0
Total Revenue		\$43,309	\$500	\$196,036	\$45,218	\$1,175,299	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold					6,000	
Personal Services							
701	Full-Time Payroll	131,948	96,795	162,194	60,931	538,400	0
706	Temporary Help	0	0	0	0	33,768	0
707	Part-Time Payroll	0	160,342	15,750	37,000	522,158	0
708	Stipends	0	45,528				
709	Full-Time Benefits	50,371	32,120	85,868	17,990	275,946	10,500
711	Part-Time Benefits	0	3,469	439	2,583	16,987	0
Subtotal		\$182,319	\$338,254	\$264,251	\$118,504	\$1,387,259	\$10,500
Operating Expense							
713	Grants/Scholarships	0	12,840	0	0	0	0
714	Food & Beverage Supplies	0	0	0	0	58,000	0
715	Printing/Duplicating	500	7,900	2,800	400	10,957	0
716	Building Supplies/Materials	0	0	0	0	793	0
717	Office Supplies	1,000	5,300	2,300	1,200	5,600	0
718	Program Supplies/Materials	0	9,400	1,100	200	43,959	0
719	Travel	300	13,000	3,000	1,500	0	0
720	Staff Development	1,200	2,000	3,500	1,000	199	0
723	Hospitality	500	2,000	1,800	300	0	0
725	Advertising/Promotions	0	8,500	1,400	0	802	0
726	Equipment/Facility Rentals	0	500	0	0	9,794	0
727	Contracted Services	0	6,000	43,200	11,229	10,720	0
728	Maintenance Service Agreements	0	0	0	22,000	10,200	0
738	Telecommunications/Postage	1,750	10,250	2,500	3,890	1,641	0
739	Utilities	0	0	0	0	0	0
748	Fees, Dues & Subscriptions	850	1,700	2,000	700	7,157	0
763	Insurance Premiums	0	0	0	0	28,861	0
764	Audit Fees	0	0	0	0	10,838	0
765	Legal Fees	2,500	0	0	0	2,516	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	9,988	0
792	Non-Capitalized Equipment	0	0	0	0	9,863	0
793	Repairs & Maintenance	0	0	0	7,910	20,725	0
798	Indirect Cost Allocation	2,040	0	0	0	0	0
799	Assigned Contingency	0	0	0	0	0	0
Subtotal		\$17,148	\$147,797	\$83,048	\$53,010	\$242,613	\$0
Total Expense		\$199,467	\$486,051	\$347,299	\$171,514	\$1,635,873	\$10,500
NET SUBSIDY FROM STUDENT FEES		(\$156,158)	(\$485,551)	(\$151,263)	(\$126,296)	(\$460,574)	(\$10,500)

Associated Students, Incorporated
California State University, Long Beach
2015-2016 Operating Budget

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	3,000	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	451,804	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		\$507,562	\$38,700	\$0	\$25,000	\$24,500
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	294,420	0			
Personal Services						
701	Full-Time Payroll	106,391	57,125	0	0	0
706	Temporary Help	0	0	0	0	0
707	Part-Time Payroll	100,503	154,912	0	37,440	0
708	Stipends					
709	Full-Time Benefits	53,760	17,018	0	0	0
711	Part-Time Benefits	7,228	2,682	0	1,254	0
Subtotal		\$267,882	\$231,737	\$0	\$38,694	\$0
Operating Expense						
713	Grants/Scholarships	0	0	0	164,000	340,080
714	Food & Beverage Supplies	0	0	0	0	0
715	Printing/Duplicating	50	1,100	0	0	0
716	Building Supplies/Materials	0	0	0	0	0
717	Office Supplies	500	4,000	0	0	0
718	Program Supplies/Materials	11,200	2,000	0	0	20,944
719	Travel	0	15,000	0	0	44,913
720	Staff Development	0	7,000	0	0	0
723	Hospitality	0	1,500	0	0	0
725	Advertising/Promotions	0	6,065	0	0	0
726	Equipment/Facility Rentals	0	1,850	5,000	0	2,500
727	Contracted Services	3,500	39,500	0	0	57,581
728	Maintenance Service Agreements	0	2,700	0	0	0
738	Telecommunications/Postage	1,000	2,700	0	0	0
739	Utilities	3,000	0	0	0	0
748	Fees, Dues & Subscriptions	0	2,000	0	0	0
763	Insurance Premiums	5,905	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	571,639	0	0
791	Fixed Assets	0	0	0	0	3,000
792	Non-Capitalized Equipment	1,000	9,000	0	0	0
793	Repairs & Maintenance	6,000	1,000	0	0	0
798	Indirect Cost Allocation	11,246	37,703	0	0	0
799	Assigned Contingency	0	0	43,415	10,000	0
Subtotal		\$43,401	\$170,840	\$620,054	\$174,000	\$469,462
Total Expense		\$605,703	\$402,577	\$620,054	\$212,694	469,462
NET SUBSIDY FROM STUDENT FEES		(\$98,141)	(\$363,877)	(\$620,054)	(\$187,694)	(\$444,962)

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

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 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. Events include:

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

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, Martiz	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 Ctr, 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 Ctr, 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. We also provide cash boxes for special events in the building and house amusement park tickets in our vault until issued for sale. Notary services are also provided to the campus community, as well as the public.

Department	Business Office
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Revenue	Department Total	Department Overhead	Accounts Payable	Accounts Receivable	General Accounting	Cashiering
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$6,700	6,700				
513 Indirect Cost Recovery	\$121,675	9,526	24,353	21,525	26,386	39,885
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	\$50,000	50,000				
598 Other:	\$0					
Total Revenue	\$178,375	\$66,226	\$24,353	\$21,525	\$26,386	\$39,885
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$289,038	86,574	46,133	47,994	66,904	41,433
706 Temporary Help	\$0					
707 Part-Time Payroll	\$27,925					27,925
708 Stipends	\$0					
709 Full-Time Benefits	\$131,323	41,542	21,217	21,712	26,865	19,987
711 Part-Time Benefits	\$771					771
Subtotal	\$449,057	\$128,116	\$67,350	\$69,706	\$93,769	\$90,116
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$5,000	1,000	1,000	1,000	1,000	1,000
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$6,000	1,200	1,200	1,200	1,200	1,200
718 Program Supplies/Materials	\$0					
719 Travel	\$2,000	900	70	70	900	60
720 Staff Development	\$1,900	500	300	300	500	300
723 Hospitality	\$400	400				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$14,500	14,500				
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$4,500	4,500				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,000	2,000				
763 Insurance Premiums	\$2,439	2,439				
764 Audit Fees	\$17,000	17,000				
765 Legal Fees	\$0					
767 Building Occupancy	\$15,357	9,982	1,075	1,075	1,075	2,150
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$2,000	2,000				
793 Repairs & Maintenance	\$750	750				
798 Indirect Cost Allocation	\$10,439	10,439				
799 Assigned Contingency	\$0					
Subtotal	\$84,285					
Total Expense	\$533,342	\$128,116	\$67,350	\$69,706	\$93,769	\$90,116
NET SUBSIDY FROM STUDENT FEES	(\$354,967)	(\$61,890)	(\$42,997)	(\$48,181)	(\$67,383)	(\$50,231)

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

Capital Purchases

The first priority for funding of capital 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 published in 2011. 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	ASI Communications
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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 people can easily access information about news, programs and events of ASI.

ASI Personnel

Last Name	Title	Classification
San Miguel, L.	Communications Manager	Public Affs/Comm Specialist II
Eduardo Aceituno	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: Archives, BeachSync, Photography, Media Relations and Public Relations, Marketing Campaigns, Writing and Editing Copy, Websites and Marketing/Advertising.

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, engagement, 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.

Department	ASI Communications
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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	\$96,329		50,429	45,900		
706 Temporary Help	\$0					
707 Part-Time Payroll	\$65,527		31,412	27,560	6,555	
708 Stipends	\$0					
709 Full-Time Benefits	\$35,969		15,470	20,499		
711 Part-Time Benefits	\$1,314		520	685	109	
Subtotal	\$199,139	\$0	\$97,831	\$94,644	\$6,664	\$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	\$500				500	
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	\$1,862	1,862				
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	\$69,755	\$53,030	\$12,625	\$3,600	\$500	\$0
Total Expense	\$268,894	\$53,030	\$110,456	\$98,244	\$7,164	\$0
NET SUBSIDY FROM STUDENT FEES	(\$244,239)	(\$53,030)	(\$110,456)	(\$73,589)	(\$7,164)	\$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 friendraising among its activities. Supporters of Associated Students are in a unique position to have a direct impact on

ASI Personnel

Name	Title	Classification
Limon-Lara, 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

Friendraising activities are meant to attract students, 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

Revenue	Department Total	Department Overhead	Fundraising			
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	\$46,708		46,708			
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
708 Stipends	\$0					
709 Full-Time Benefits	\$29,532		29,532			
711 Part-Time Benefits	\$0					
Subtotal	\$76,240	\$0	\$76,240	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & 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	\$2,500		2,500			
725 Advertising/Promotions	\$1,200		1,200			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,200		1,200			
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$850		850			
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	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$9,486		9,486			
799 Assigned Contingency	\$0					
Subtotal	\$23,036	\$0	\$23,036	\$0	\$0	\$0
Total Expense	\$99,276	\$0	\$99,276	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$61,322)	\$0	(\$61,322)	\$0	\$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.

The Executive Director oversees the fund development and public information functions of the corporation to cultivate external sources of funding and promote an awareness and understanding of ASI's mission, philosophy, and contributions to the university and community.

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	\$131,948	131,948				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
708 Stipends	\$0					
709 Full-Time Benefits	\$50,371	50,371				
711 Part-Time Benefits	\$0					
Subtotal	\$182,319	\$182,319	\$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	\$300	300				
720 Staff Development	\$1,200	1,200				
723 Hospitality	\$500	500				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,750	1,750				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$850	850				
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$2,500	2,500				
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	\$2,040	2,040				
799 Assigned Contingency	\$0					
Subtotal	\$17,148	\$17,148	\$0	\$0	\$0	\$0
Total Expense	\$199,467	\$199,467	\$0	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$156,158)	(\$156,158)	\$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
Tabari, K.	Assistant Director, Student Leadership	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 to 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 Systemwide 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 in 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 2015-2016 officers in Associated Students.

Revenue	Department Total	Department Overhead	Executive Officers	Board of Directors/Senate	Judiciary	Systemwide Affairs	Presidential Cabinet	ASI Lobby Corp	Beach Team	Elections Board
503 Contributions & Donations	\$0									
507 Private Grants/Major Gifts	\$0									
509 Government Grants & Contracts	\$0									
511 Recovered Expense/User Charge	\$500							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	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0
Expense										
600 Cost of Goods Sold	\$0									
Personal Services										
701 Full-Time Payroll	\$96,795	96,795								
706 Temporary Help	\$0									
707 Part-Time Payroll	\$160,342	21,840	105,222	32,000						1,280
709 Full-Time Benefits	\$45,528	45,528								
708 Stipends	\$32,120	5,240			10,240		16,640			
711 Part-Time Benefits	\$3,469	243	3,226							
Subtotal	\$338,254	\$169,646	\$108,448	\$32,000	\$10,240	\$0	\$16,640	\$0	\$0	\$1,280
Operating Expense										
713 Scholarships	\$12,840		12,840							
714 Food & Beverage Supplies	\$0									
715 Printing/Duplicating	\$7,900	2,000	900	2,000	500	500	500	500		1,000
716 Building Supplies/Materials	\$0									
717 Office Supplies	\$5,300	2,500	500	1,500	300	500				
718 Program Supplies/Materials	\$9,400		2,000	500	400	500	2,000		1,000	3,000
719 Travel	\$13,000					12,000		1,000		
720 Staff Development	\$2,000	2,000								
723 Hospitality	\$2,500	1,000	500				1,000			
725 Advertising/Promotions	\$8,500	1,000					1,000	500	2,000	4,000
726 Equipment/Facility Rentals	\$500						500			
727 Contracted Services	\$6,000									6,000
728 Maintenance Service Agreements	\$0									
738 Telecommunications/Postage	\$10,250	3,350	6,600	0	300					
739 Utilities	\$0									
748 Fees, Dues & Subscriptions	\$1,700	1,200	500			0				
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			6,000	11,000		
791 Fixed Assets	\$0									
792 Non-Capitalized Equipment	\$0									
793 Repairs & Maintenance	\$0									
798 Indirect Cost Allocation	\$0									
799 Assigned Contingency	\$0									
Subtotal	\$148,297	\$61,457	\$26,340	\$4,500	\$1,500	\$13,500	\$11,000	\$13,000	\$3,000	\$14,000
Total Expense	\$486,551	\$231,103	\$134,788	\$36,500	\$11,740	\$13,500	\$27,640	\$13,000	\$3,000	\$15,280
NET SUBSIDY FROM STUDENT FEES	(\$486,051)	(\$231,103)	(\$134,788)	(\$36,500)	(\$11,740)	(\$13,500)	(\$27,640)	(\$12,500)	(\$3,000)	(\$15,280)

Department Function

The Human Resources Department provides centralized support to Associated Students, Inc.; it 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 Associated Students, Inc. equal opportunity staffing objectives by recruiting, interviewing, 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 administer performance evaluation system. Provide advice to employees' regarding benefit enrollment, insurance claims for workers' compensation, State and Long Term Disability, unemployment insurance and Leave of Absences. We initiate competitive bidding process 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 - NonExempt

Department Services

Employee Training and Safety Administers all safety activities to ensure compliance with Associated Students, Inc. Occupational Health and Safety program. This includes providing annual reports and distribution of Employee Safety Manuals, 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. Create monitored simulations and various problem solving scenarios.

Human Resources Information Systems The HRIS will ensure compliance with Federal and State compensation laws, statues, and regulations. Develop compensation programs, policies and procedures to meet the needs of ASI users. Evaluate positions consistently by classifying into appropriate job titles ensuring they are internally equitable, while being market competitive. Develop and maintain classification and compensation structures. Provide and administer all ASI benefit programs, tax deferred annuities, and retirement programs. Maintain employee and retiree database. Maintain all employee records to ensure compliance and confidentiality. Advising all HR liaisons and managers in employee- related matters, including processing of all HR transactions. Respond to record request in timely manner.

Employee Relations The Human Resources Department facilitates the resolution of employee grievances through coordination of conflict resolution procedures. We provide supervisors sound and consistant 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 of the progressive disciplinary process and implement actions accordingly. We serve as a liaison with the University Employee Assistance Program. We coordinate the Employee Service Award Program and other recognition programs. We develop, update, and distribute Personnel Policies and Procedures Manual, the Student Employee Handbook, and develop and administer the On-Boarding programs.

Payroll and Benefits Administration The Human Resources Department administers payroll processing and fringe benefit payments for all ASI employees. Must have current understanding of Federal, State and University 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. Advises HR liaisons and supervisors in payroll related matters, including

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

Information Technology (IT) provides for the acquisition and maintenance of computers systems within the ASI Corporation. All computer repair and maintenance is performed by IT. This includes installing operation systems and software, placing workstations on the network domain, email, virus protection, access to server services. IT provides service and support for all ASI owned computer and server systems including (but not exclusively to) AxisTV, Xserv and EMS. IT assists with the creation of database reports, stores and maintains proper software licensing information for all of ASI, secures all software media, properly disposes of all old computer systems and peripherals, and acts as an information resource for all things computer oriented. Provide service and support, customization, specialized reporting, patching, upgrading, backup, and regular maintenance for all internal databases and software applications and all computer hardware.

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	\$45,218	\$1,671	\$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	\$45,218	\$1,671	\$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	\$37,000		\$37,000			
708 Stipends	\$0					
709 Full-Time Benefits	\$17,990	\$17,990				
711 Part-Time Benefits	\$2,583		\$2,583			
Subtotal	\$118,504	\$78,921	\$39,583	\$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	\$3,890	\$1,225	\$2,665			
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	\$7,910	\$7,910				
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$53,010	\$49,045	\$3,965	\$0	\$0	\$0
Total Expense	\$171,514	\$127,966	\$43,548	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$126,296)	(\$126,295)	(\$1)	\$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 II III
Markell, R.	Infant/Toddler Assistant Director	Student Services Prof II III
Peru, D.	Administrative Assistant	Administrative Support Assistant II
Laffie, M.	CDC Cook	Cook II Lead
Gaskill, L.	Head Teacher	Early Education Master Teacher
Velasquez, E.	Head Teacher	Early Education Master Teacher
Aguilar, Nancy	Head Teacher	Early Education Master Teacher
Eyman, E.	Program Teacher	Early Education Teacher
Benavidez, D.	Program Teacher	Early Education Teacher
Phann, Reasey	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.

The **Child Care Access Means Parents in School** or **CCAMPIS** is federally funded through the U.S. Dept. of Education. It provides subsidized childcare services for Pell eligible CSULB student parents.

Los Angeles Universal Preschool (LAUP) is an independent public benefit corporation, created in 2004 and funded by First 5 LA - the commission established by Proposition 10. LAUP's goal is to make voluntary, high-quality preschool available to every 4-year-old in Los Angeles County, regardless of their family's income by 2016.

LAUP provides funding for our existing preschool program by providing additional funds for curriculum materials, equipment, assessment tools, professional development, special programs (i.e. music education), social services for children and families, personal costs, minor facility maintenance, and decreased costs for LAUP parents.

The CDC was selected for LAUP in 2005 after an extensive program evaluation including management capabilities, curriculum, staff qualifications, educational and developmental environment, overall quality, and health and safety.

Revenue	Department Total	Department Overhead	Infant-Toddler Program	Preschool Program	Schoolage Program	Meal Program	Los Angeles Universal Preschool
503 Contributions & Donations	\$13,000	13,000					
507 Private Grants/Major Gifts	\$137,502		94,973	42,529			
509 Government Grants & Contracts	\$402,367		46,630	116,018	8,669	44,000	187,050
511 Recovered Expense/User Charge	\$612,424		64,575	414,415	111,909		21,525
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	\$6						6
598 Other: Prior Year Carry-Over	\$10,000						10,000
Total Revenue	\$1,175,299	\$13,000	\$206,178	\$572,962	\$120,578	\$44,000	\$218,581
Expense							
Costs of Goods Sold							
600 Cost of Goods Sold	\$6,000	6,000					
Personal Services							
701 Full-Time Payroll	\$538,400	125,244	87,529	187,952	45,607	34,355	57,713
706 Temporary Help	\$33,768	21,072					12,696
707 Part-Time Payroll	\$522,158		151,854	259,219	42,077	27,108	41,900
708 Stipends	\$0						
709 Full-Time Benefits	\$275,946	90,085	31,327	99,127	20,941	15,438	19,028
711 Part-Time Benefits	\$16,987		3,720	10,243	1,020	2,004	
Subtotal	\$1,387,259	\$236,401	\$274,430	\$556,541	\$109,645	\$78,905	\$131,337
Operating Expense							
713 Grants/Scholarships	\$0						
714 Food & Beverage Supplies	\$58,000					49,500	8,500
715 Printing/Duplicating	\$10,957	10,757					200
716 Building Supplies/Materials	\$793	200	198	198	197		
717 Office Supplies	\$5,600	5,050					550
718 Program Supplies/Materials	\$43,959		2,537	3,650	2,500		35,272
719 Travel	\$0						
720 Staff Development	\$199						199
723 Hospitality	\$0						
725 Advertising/Promotions	\$802	652					150
726 Equipment/Facility Rentals	\$9,794	6,009	2,477	1,308			
727 Contracted Services	\$10,720	4,640					6,080
728 Maintenance Service Agreements	\$10,200	10,200					
738 Telecommunications/Postage	\$1,641	1,541					100
739 Utilities	\$0						
748 Fees, Dues & Subscriptions	\$7,157	6,731					426
763 Insurance Premiums	\$28,861	23,241					5,620
764 Audit Fees	\$10,838	10,838					
765 Legal Fees	\$2,516	148	148	1,480	370		370
767 Building Occupancy	\$0						
772 Event Costs	\$0						
791 Fixed Assets	\$9,988						9,988
792 Non-Capitalized Equipment	\$9,863		2,000	2,000	1,000		4,863
793 Repairs & Maintenance	\$20,725	412	455	4,361	1,923		13,574
798 Indirect Cost Allocation	\$0						
799 Assigned Contingency	\$0						
Subtotal	\$242,613	80,419	7,815	12,997	5,990	49,500	85,892
Total Expense	\$1,635,873	\$322,820	\$282,245	\$569,538	\$115,636	\$128,405	\$217,229
NET SUBSIDY FROM STUDENT FEES	(\$460,574)	(\$309,820)	(\$76,067)	\$3,424	\$4,942	(\$84,405)	\$1,352

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	Recycling Center
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Revenue	Department Total	Department Overhead	Recycling Center Operations			
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$45,000		45,000			
511 Recovered Expense/User Charge	\$10,758	10,758				
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$451,804		451,804			
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	\$507,562	\$10,758	\$496,804	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$294,420		294,420			
Personal Services						
701 Full-Time Payroll	\$106,391	69,511	36,880			
706 Temporary Help	\$0					
707 Part-Time Payroll	\$100,503		100,503			
708 Stipends	\$0					
709 Full-Time Benefits	\$53,760	38,069	15,691			
711 Part-Time Benefits	\$7,228		7,228			
Subtotal	\$267,882	\$107,580	\$160,302	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$50		50			
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$500	500				
718 Program Supplies/Materials	\$11,200		11,200			
719 Travel	\$0					
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$3,500		3,500			
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,000	1,000				
739 Utilities	\$3,000		3,000			
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$5,905	5,905				
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$1,000		1,000			
793 Repairs & Maintenance	\$6,000		6,000			
798 Indirect Cost Allocation	\$11,246	11,246				
799 Assigned Contingency	\$0					
Subtotal	\$43,401	\$18,651	\$24,750	\$0	\$0	\$0
Total Expense	\$605,703	\$126,231	\$479,472	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$98,141)	(\$115,473)	\$17,332	\$0	\$0	\$0

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, 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, in addition to providing two internet streams on Kbeach.org and Kbeach FM. Kbeach is programmed with music, talk, sports talk and live "Beach Sports" broadcasting. Paid staffers and volunteers provide the management and staffing.

Kbeach Radio provides learning opportunities for 8 students, and includes programming and services from 48 student volunteers. Additionally, we have 8 alumni volunteers, 3 faculty volunteers, 3 professional volunteer mentors, and 4 community volunteers.

Kbeach Sports serves students and the Athletics by providing live radio streams of play-by-play for men's basketball, women's basketball, and baseball.

Kbeach provides an extra-curricular workshops in basic broadcasting skills, ethics, writing and production, copyrights and FCC regulations. Kbeach also provides commercials, public service announcements and DJ services for academic departments, campus organizations, and clubs.

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. Founded in 1977, for the last 38 years it has been the only student run newspaper on campus, promoting campus events, clubs and organizations, but also creating and sustaining a designated public forum for student opinions and stories through its quality content and entertainment value. All students have an opportunity to participate and are provided with hands-on training with the latest digital publication software, and in the creation 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 Long Beach Union Weekly works with closely with the Student Media.

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 an arm of ASI Student Media. College Beat TV is a learning laboratory for students that produces three weekly programs, "Long Beach Local," "Fiction Show," and "Late Night at Long Beach" and delivers them on YouTube and on social media platforms. College Beat TV provides students with the experience in program creation, writing, editing, production, and post production, entirely managed by student run and managed by student employees and volunteers. College Beat TV informs students on campus issues and topics of interest to the campus community, as well as the online community at large. It strives to be topical, appropriate, interesting and innovative.

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	
503 Contributions & Donations	\$2,500		2,500			
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$3,000		3,000			
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	\$38,700	\$0	\$15,500	\$23,200	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$57,125	57,125				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$154,912		68,688	40,164	46,060	
708 Stipends	\$0					
709 Full-Time Benefits	\$17,018	17,018				
711 Part-Time Benefits	\$2,682		1,379	497	806	
Subtotal	\$231,737	\$74,143	\$70,067	\$40,661	\$46,866	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,100		300	300	500	
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$4,000		1,000	2,500	500	
718 Program Supplies/Materials	\$2,000		1,500		500	
719 Travel	\$15,000	3,000	4,000	4,000	4,000	
720 Staff Development	\$7,000	4,000	1,000	1,000	1,000	
723 Hospitality	\$1,500		500	500	500	
725 Advertising/Promotions	\$6,065		3,565	1,000	1,500	
726 Equipment/Facility Rentals	\$1,850		1,600		250	
727 Contracted Services	\$39,500	10,000		29,500		
728 Maintenance Service Agreements	\$2,700		2,700			
738 Telecommunications/Postage	\$2,700		1,500	1,200		
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,000	500	1,500	0	0	
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	\$9,000		3,000	3,000	3,000	
793 Repairs & Maintenance	\$1,000		1,000			
798 Indirect Cost Allocation	\$37,703	37,703				
799 Assigned Contingency	\$0					
Subtotal	\$170,840	58,094	34,998	54,985	22,763	0
Total Expense	\$402,577	\$132,237	\$105,065	\$95,646	\$69,629	\$0
NET SUBSIDY FROM STUDENT FEES	(\$363,877)	(\$132,237)	(\$89,565)	(\$72,446)	(\$69,629)	\$0

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 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 fee, 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.

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

Revenue		Department Total	Study Center	Student Emergency Fund	ASI Scholarships	EOP Book Grants	Student Research Grants	Student Travel Fund	Study Abroad 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	\$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	\$37,440	37,440						
708	Stipends	\$0							
709	Full-Time Benefits	\$0							
711	Part-Time Benefits	\$1,254	1,254						
Subtotal		\$38,694	\$38,694	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense									
713	Grants/Scholarships	\$164,000			25,000	40,000	25,000	19,000	55,000
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	\$0							
792	Non-Capitalized Equipment	\$0							
793	Repairs & Maintenance	\$0							
798	Indirect Cost Allocation	\$0							
799	Assigned Contingency	\$10,000		10,000					
Subtotal		\$174,000	\$0	\$10,000	\$25,000	\$40,000	\$25,000	\$19,000	\$55,000
Total Expense		\$212,694	\$38,694	\$10,000	\$25,000	\$40,000	\$25,000	\$19,000	\$55,000
NET SUBSIDY FROM STUDENT FEES		(\$187,694)	(\$38,694)	(\$10,000)	\$0	(\$40,000)	(\$25,000)	(\$19,000)	(\$55,000)

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

Department	University Athletics
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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					
708 Stipends	\$0					
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$340,080		300,000	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	\$469,462	\$0	\$300,000	\$120,044	\$49,418	\$0
Total Expense	\$469,462	\$0	\$300,000	\$120,044	\$49,418	\$0
NET SUBSIDY FROM STUDENT FEES	(\$444,962)	\$0	(\$300,000)	(\$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	\$984,018	0	14,500	238,025	14,500	716,993
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	\$205,000	0	190,500	1,000	9,500	4,000
523 Taxable Sales	\$40,125	0	35,625	0	0	4,500
543 Lease Income	\$282,691	0	269,691	0	0	13,000
545 Equipment Rental	\$68,000	0	0	62,000	0	6,000
547 Facility Rental	\$155,500	0	45,000	105,500	0	5,000
595 Investment Income	\$60,000	60,000	0	0	0	0
598 Other:	\$0	0	0	0	0	0
Total Revenue	\$1,915,148	\$80,475	\$555,316	\$417,488	\$112,376	749,493
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$76,550	0	70,000	0	2,500	4,050
Personal Services						
						\$0
701 Full-Time Payroll	\$2,133,837	228,596	40,258	1,102,102	284,399	478,482
706 Temporary Help	\$0	0	0	0	0	0
707 Part-Time Payroll	\$1,741,829	11,298	136,990	413,032	217,728	962,781
708 Stipends	\$9,410	6,760	0	0	2,650	0
709 Full-Time Benefits	\$1,156,119	157,755	25,597	653,362	120,507	198,898
711 Part-Time Benefits	\$77,264	280	6,146	23,680	4,833	42,325
Subtotal	\$5,118,459	\$404,689	\$208,991	\$2,192,176	\$630,117	\$1,682,486
Operating Expense						
713 Grants/Scholarships	\$0	0	0	0	0	0
714 Food & Beverage Supplies	\$0	0	0	0	0	0
715 Printing/Duplicating	\$22,390	4,000	3,890	6,700	7,800	0
716 Building Supplies/Materials	\$293,885	0	0	293,885	0	0
717 Office Supplies	\$20,575	3,100	1,225	2,700	8,200	5,350
718 Program Supplies/Materials	\$96,055	3,000	350	23,250	6,250	63,205
719 Travel	\$37,955	20,875	3,000	4,570	5,710	3,800
720 Staff Development	\$13,355	6,925	250	3,840	1,140	1,200
723 Hospitality	\$10,725	4,500	1,175	200	4,850	0
725 Advertising/Promotions	\$74,400	3,200	13,000	0	23,200	35,000
726 Equipment/Facility Rentals	\$14,000	0	0	0	14,000	0
727 Contracted Services	\$369,921	60,421	0	96,000	200,500	13,000
728 Maintenance Service Agreements	\$659,332	115,525	0	454,657	1,000	88,150
738 Telecommunications/Postage	\$65,367	4,450	13,200	27,117	7,400	13,200
739 Utilities	\$699,143	0	0	699,143	0	0
748 Fees, Dues & Subscriptions	\$44,820	26,500	7,200	6,860	3,550	710
763 Insurance Premiums	\$103,439	59,425	0	1,024	0	42,990
764 Audit Fees	\$20,000	20,000	0	0	0	0
765 Legal Fees	\$13,000	13,000	0	0	0	0
767 Building Occupancy	\$0	0	0	0	0	0
772 Event Costs	\$61,400	57,000	1,500	0	900	2,000
791 Fixed Assets	\$0	0	0	0	0	0
792 Non-Capitalized Equipment	\$94,500	41,000	13,500	36,500	3,500	0
793 Repairs & Maintenance	\$555,151	292,793	3,600	248,500	0	10,258
798 Indirect Costs	\$433,333	433,333	0	0	0	0
799 Assigned Contingency	\$100,000	100,000	0	0	0	0
Subtotal	\$3,802,746	\$1,269,047	\$61,890	\$1,904,946	\$288,000	278,863
Total Expense	\$8,997,755	\$1,673,736	\$340,881	\$4,097,122	\$920,617	1,965,399
NET SUBSIDY FROM STUDENT FEES	(\$7,082,607)	(\$1,593,261)	\$214,435	(\$3,679,634)	(\$808,241)	(\$1,215,906)

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
Edwards, D.	Associate Executive Director	Student Life Administrator II
Heitzhaus, C.	USU Administration Coord	Admin Analyst/Specialist I
Ahumada	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. As of July 1, 2014, eight such persons qualify for this benefit.

University Student Union Board of Trustees (USUBOT)

The USUBOT is responsible for the oversight of the USU facility and program. 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.

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, R.	Commercial 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.

Department	Commercial Services
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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	\$269,691				269,691	
545 Equipment Rental	\$0					
547 Facility Rental	\$45,000		45,000			
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$555,316	\$0	\$180,500	\$30,000	\$272,191	\$72,625
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$70,000		20,000			50,000
Personal Services						
701 Full-Time Payroll	\$40,258		13,419	13,419		13,420
706 Temporary Help	\$0					
708 Stipends	\$136,990		53,448	59,818		23,724
708 Stipends	\$0					
709 Full-Time Benefits	\$25,597		8,532	8,532		8,533
711 Part-Time Benefits	\$6,146		2,078	2,031		2,037
Subtotal	\$208,991	\$0	\$77,477	\$83,800	\$0	\$47,714
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$3,890		350	3,250		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	\$13,200		3,000	8,500		1,700
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$7,200		6,000	200		1,000
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 Costs	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$61,890	\$0	\$42,500	\$13,925	\$1,500	\$3,965
Total Expense	\$340,881	\$0	\$139,977	\$97,725	\$1,500	\$101,679
NET SUBSIDY FROM STUDENT FEES	\$214,435	\$0	\$40,523	(\$67,725)	\$270,691	(\$29,054)

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. Additionally, Facility Operations provides project management skills to oversee capital outlay projects and building repairs within the University Student Union. This is accomplished through a combination of standard industry practices, compliance with all in-force Code of Ordinances, and the creative use of materials and methods in conjunction with a well-designed and executed preventative maintenance program.

ASI Personnel

Last Name	Title	Classification
Acosta, L.	Facility Maintenance Technician	Facility Worker II
Ardon, M.	Facility Services Staff	Custodian
Armendariz, J.	Facility Maintenance Technician	Facility Worker II
Bañuelos, A.	Facility Maintenance Technician	Facility Worker II
Barrientos, G.	Facility Services Staff	Custodian
Barfield, D.	Audio Visual Specialist	Media Production Specialist
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
Jost, J.	Facility Maintenance Technician	Facility Worker II
Lewis, P.	Building Operations Manager	Admin Analyst/Specialist II
Macavinta, A.	Conference & Event Supervisor	Admin Analyst/Specialist II
Meza, A.	Facility Maintenance Technician	Facility Worker II
Pantoja, D.	Facility Maintenance Supervisor	Supervising Building Svc Engineer
Pastrana, J.	Facility Services Staff	Custodian
Schorn, S.	Associate Director	Administrator II
Sidney, D.	Facility Services Staff	Custodian
Sierra-Leeds, E.	Building Coordinator	Community Service Specialist II
Smith, J.	Facility Services Staff	Custodian
Weaver, R.	Facility Services Supervisor	Admin Analyst/Specialist II
Vacant	Event Coordinator	Administrative Support Coordinator

Department Services

Building Improvements
 The Building Improvements department is designed to plan, direct, and coordinate the activities of designated capital repair and replacement projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. The funds approved for this department are used for periodic repairs or improvements to the facility.

Building Management
 This service provides oversight and management of the Computer & Info Center, which provides access to PC's, sells discount amusement park tickets, and serves as a location to obtain information or directions about the campus or ASI/USU programs and services. This service also provides administrative oversight of facility operations, as well as, ensuring the safety and security for USU occupants. The area works in conjunction with the USU Conference and Events Center to ensure customer service needs are met for meetings, conference, 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 buildings. The supervisor and facilities techs serve as liaisons for customers, vendors and contractors providing services for the building. 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 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.

Soroptimist House

This service provides a clean and friendly environment for students, faculty, and staff to conduct social events, conferences, and a wide variety of other programs for the benefit of the campus community. The Soroptimist House also serves as a vehicle for introducing the surrounding community to the campus by serving as a host site for a variety of personal celebrations and ceremonies.

SRWC Facility Maintenance

This service provides maintenance, repairs and trouble shooting of all building systems, equipment and structure. This includes the fitness equipment, the pool and the sand volleyball court.

SRWC Facility Services

The focus of this service is cleaning and maintaining a safe and enjoyable environment. Facility Services prepares floors, locker rooms and arranges and maintains furniture for event and the general use of the facility.

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 assist event planners in obtaining proper clearance, securing approvals for their events, and ensures they are appropriately invoiced for the services rendered by the University Student Union.

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.	Program Coordinator	Student Services Professional II
Buhler, Scott	Activities Coordinator	Student Services Professional I
Cicero, S.	Assistant Director, Programs	Student Life Supervisor II
Dela Cruz, A.	Social Media Coordinator	Public Affs/Comm Specialist I
Elimelech, A.	Marketing Coordinator	Public Affs/Comm Specialist II
Pourabedim, M.	Graduate Assistant	Student Services Professional I
San Miguel, L.	Communications Manager	Public Affs/Comm Specialist II

Department Services

College Beat

College Beat produces cable television shows and weekly updates for the campus and local community. These shows collaborate with the marketing efforts of Associated Students Inc. College Beat continues to produce videos for USU 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 and Associated Students, Inc. Communication 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 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 Art Program 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.

Department	Programs
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Revenue	Department Total	Department Overhead	College Beat	Graphics	Marketing	Maxson Student Organization Center	Program Council
503 Contributions & Donations	\$0						0
507 Private Grants/Major Gifts	\$0						
509 Government Grants & Contracts	\$0						
511 Recovered Expense/User Charge	\$14,500		2,500				12,000
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	\$112,376	\$54,615	\$2,500	\$34,343	\$0	\$0	\$20,918
Expense							
Costs of Goods Sold							
600 Cost of Goods Sold	\$2,500			2,500			
Personal Services							
701 Full-Time Payroll	\$284,399	82,755			90,100		111,544
706 Temporary Help	\$0						
707 Part-Time Payroll	\$217,728	5,650	54,077	71,796	29,244	15,381	41,580
708 Stipends	\$2,650						2,650
709 Full-Time Benefits	\$120,507	36,290			34,725		49,492
711 Part-Time Benefits	\$4,833	92	1,383	1,651	850	121	736
Subtotal	\$630,117	\$124,787	\$55,460	\$73,447	\$154,919	\$15,502	\$206,002
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	\$6,250		1,250			2,000	3,000
719 Travel	\$5,710	\$360	2,250	300			2,800
720 Staff Development	\$1,140	\$140	300				700
723 Hospitality	\$4,850	\$500	300	150	500	200	3,200
725 Advertising/Promotions	\$23,200		0		18,000	200	5,000
726 Equipment/Facility Rentals	\$14,000						14,000
727 Contracted Services	\$200,500		1,000		2,500		197,000
728 Maintenance Service Agreements	\$1,000			1,000			
738 Telecommunications/Postage	\$7,400		500	600	2,400	1,400	2,500
739 Utilities	\$0						
748 Fees, Dues & Subscriptions	\$3,550	\$1,000	250	800	1,500	0	0
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	\$3,500		2,000	1,500	0		
793 Repairs & Maintenance	\$0						
798 Indirect Costs	\$0						
799 Assigned Contingency	\$0						
Subtotal	\$288,000	\$2,200	\$9,750	\$7,550	\$28,400	\$6,100	\$234,000
Total Expense	\$920,617	\$126,987	\$65,210	\$83,497	\$183,319	\$21,602	\$440,002
NET SUBSIDY FROM STUDENT FEES	(\$808,241)	(\$72,372)	(\$62,710)	(\$49,154)	(\$183,319)	(\$21,602)	(\$419,084)

Department	ASI Recreation
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Department Function

ASI Recreation is the department that operates the Student Recreation & Wellness Center (SRWC) and all affiliated programs. 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.

ASI Personnel

Name	Title	Classification
Cardenas, H.	Information Technology Specialist	Equipment Systems Specialist I
Del Rossi, S.	Associate Director	Athletics Multiple Functions Admin II
Freeman, M.	Aquatics Coordinator	Student Services Professional I
Huebner, C.	Outdoor Adventure & Wellness Coord.	Student Services Professional II
Macrae, M.	Fitness Coordinator	Student Services Professional I
McDonald, G.	Director, Intramural Sports	Admin Analyst/Specialist
Schoen, K.	Admin. Support Assistant	Admin Support Coordinator
Venegas, I.	Asst. Director, Comm Business Ops.	Administrator I
Vacant	Member Services & Marketing Coord	Admin Support Coordinator I
Vacant	Graduate Assistant-Outdoor	Student Services Professional I

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 some scheduled programming.

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 offers including programs about nutrition, stress management, biofeedback, and overall health education.

Business Operations

ASI Receptions 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. Building Management handles facility security and ensures the safety of its members and guests.

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, and group fitness classes.

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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.

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, badminton & racquetball.

Member Services and Marketing

ASI Recreation's Member 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.

The Rock and Outdoor Adventures

ASI Recreation's Rock & Outdoor Adventures program consists of, but are not limited to , climbing classes, bouldering, team building, camping, hiking, surfing and more. Participants are also able to rent outdoor equipment for specific activities.

Revenue	Department Total	Department Overhead	Aquatics	Business Operations	Fitness	Intramural Sports	Membership & Marketing	Rock & Outdoor Adventure	Beach Balance	Inclusive Recreation
503 Contributions & Donations	\$0									
507 Private Grants/Major Gifts	\$0									
509 Government Grants & Contracts	\$0									
511 Recovered Expense/User Charge	\$716,993			2,500	76,500	19,000	606,993	3,000	9,000	
513 Indirect Cost Recovery	\$0				0					
515 Licensing Fees/Royalties	\$0									
517 Penalties & Finance Charges	\$0									
521 Non-Taxable Sales	\$4,000		3,000					1,000		
523 Taxable Sales	\$4,500					4,500				
543 Lease Income	\$13,000			13,000						
545 Equipment Rental	\$6,000			3,000				3,000		
547 Facility Rental	\$5,000			5,000						
595 Investment Income	\$0									
598 Other:	\$0									
	\$0									
Total Revenue	\$749,493	\$0	\$3,000	\$23,500	\$76,500	\$23,500	\$606,993	\$7,000	\$9,000	\$0
Expense										
Costs of Goods Sold										
600 Cost of Goods Sold	\$4,050					4,050				
Personal Services										
701 Full-Time Payroll	\$478,482	71,421	46,525	150,970	51,139	58,474	52,669	47,284		
706 Temporary Help	\$0									
707 Part-Time Payroll	\$962,781	0	173,925	135,992	213,684	138,795	136,768	115,836	40,781	7,000
708 Stipends	\$0									
709 Full-Time Benefits	\$198,898	31,619	18,264	54,134	31,999	21,778	26,777	14,327		
711 Part-Time Benefits	\$42,325	0	7,970	6,006	12,000	4,594	4,857	4,754	1,904	240
Subtotal	\$1,682,486	\$103,040	\$246,684	\$347,102	\$308,822	\$223,641	\$221,071	\$182,201	\$42,685	\$7,240
Operating Expense										
713 Grants/Scholarships	\$0									
714 Food & Beverage Supplies	\$0									
715 Printing/Duplicating	\$0									
716 Building Supplies/Materials	\$0									
717 Office Supplies	\$5,350	250	500	1,600	500	500	1,000	500	500	
718 Program Supplies/Materials	\$63,205	28,705	6,250	500	8,400	6,350	500	10,000	2,000	500
719 Travel	\$3,800	3,800								
720 Staff Development	\$1,200	1,200								
723 Hospitality	\$0									
725 Advertising/Promotions	\$35,000						35,000			
726 Equipment/Facility Rentals	\$0									
727 Contracted Services	\$13,000								13,000	
728 Maintenance Service Agreements	\$88,150			85,000		3,150				
738 Telecommunications/Postage	\$13,200	2,200	750	3,000	2,000	2,000	2,000	500	750	
739 Utilities	\$0									
748 Fees, Dues & Subscriptions	\$710		710		0					
763 Insurance Premiums	\$42,990	42,425				65		500		
764 Audit Fees	\$0									
765 Legal Fees	\$0									
767 Building Occupancy	\$0									
772 Event Costs	\$2,000		1,500				500			
791 Fixed Assets	\$0									
792 Non-Capitalized Equipment	\$0									
793 Repairs & Maintenance	\$10,258			10,258						
798 Indirect Costs	\$0									
799 Assigned Contingency	\$0									
Subtotal	\$278,863	\$78,580	\$9,710	\$100,358	\$10,900	\$12,065	\$39,000	\$11,500	\$16,250	\$500
Total Expense	\$1,965,399	\$181,620	\$256,394	\$447,460	\$319,722	\$239,756	\$260,071	\$193,701	\$58,935	\$7,740
NET SUBSIDY FROM STUDENT FEES	(\$1,215,906)	(\$181,620)	(\$253,394)	(\$423,960)	(\$243,222)	(\$216,256)	\$346,922	(\$186,701)	(\$49,935)	(\$7,740)