



MEMORANDUM


APPROVED:

JOHN D. WELTY
PRESIDENT

DATE 5/4/08

DATE: April 23, 2008

TO: Dr. John D. Welty
University President

FROM: Russel D. Statham 
Vice President of Finance and Chief Financial Officer

RE: Final Approval of ASI Operating Budget for FY2008-09

On April 17, 2008, the Student Senate of Associated Students, Inc. overwhelmingly approved the FY2008-09 operating budget attached to this Memorandum. It was then forwarded for review and approval to the ASI President. President Moncayo has endorsed and approved the budget. It is being forwarded to you for final approval.

This operating budget was prepared in accordance with the Chancellor's Office policies, established in Executive Order 369. Prior to the Student Senate's approval of the budget, it was reviewed and unanimously recommended by both the ASI Finance Committee and the ASI Budget Review Board.

The attached budget reflects ASI's strong commitment to the four core segments of the its mission statement, and an increased effort to take direction from students at-large on our programming and service related goals through the Strategic Planning process.

The attached budget has my full support. I highly encourage you to approve it.

Please reply via Memorandum with either your approval or veto of the attached budget.


Feel free to contact me at 559-278-2656 with any questions or concerns relating to the attached budget. Thank you.



MEMORANDUM

DATE: April 23, 2008

TO: Russel D. Statham
Vice President of Finance and Chief Financial Officer

FROM: Juan Pablo Moncayo 
President

RE: Approval of the ASI Operating Budget for FY2008-09

This Memorandum confirms that I am in receipt of the ASI Operating Budget for FY2008-09 you submitted for approval, per Article XIV, Section 2.4 of the ASI Fiscal Code.

I am excited about the many new programs and services that this budget represents, and am very pleased that it articulated many of the major findings of our Strategic Planning process. The diligence, care, and time taken to develop this budget are reflective in the scope of this important document, and I am excited about what it means for the future of ASI.

I am pleased to offer my full support and approval of the attached budget. Per Executive Order 369 and the ASI Fiscal Policy, please proceed with forwarding the budget to President Welty for final approval.


If you have any additional questions, please feel free to contact me at 559-278-2656.



MEMORANDUM

DATE: April 23, 2008

TO: Juan Pablo Moncayo
President

FROM: Russel D. Statham 
Vice President of Finance and Chief Financial Officer

RE: ASI Operating Budget for FY2008-09

On April 17, 2008, the Student Senate of Associated Students, Inc. overwhelmingly approved the FY2008-09 operating budget attached to this Memorandum.

This operating budget was prepared in accordance with the Chancellor's Office policies, established in Executive Order 369. Prior to the Student Senate's approval of the budget, it was reviewed and unanimously recommended by both the ASI Finance Committee and the ASI Budget Review Board.

The attached budget reflects ASI's strong commitment to the four core segments of the its mission statement, and an increased effort to take direction from students at-large on our programming and service related goals through the Strategic Planning process.

The attached budget has my full support. I highly encourage you to approve it.

Please reply via Memorandum prior to May 1, 2008 with either your approval or veto (line item or entirety). I will promptly forward it, with your action(s), to the University President for final approval.



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2008-2009 Operating Budget

Prepared and Recommended by:
 Russel Statham
 Vice President of Finance & Chief Financial Officer

Revenues

A. Student Body Fee Revenue

Fall Student Body Fees:	Actual 06-07	Approved 07-08	Recommended 08-09
Student Body Fee Income	\$892,493.65	\$689,065.00	\$710,970.50
Disbursement to Financial Aid	(\$198,331.91)	(\$148,414.00)	(\$148,561.00)
Disbursement to Collegian	(\$70,832.83)	(\$74,207.00)	(\$95,503.50)
Disbursement to Intercollegiate Athletics	(\$198,331.91)	(\$148,414.00)	(\$148,561.00)
Total Fall Revenues to ASI:	\$424,997.00	\$318,030.00	\$318,345.00

Spring Student Body Fees:

	Actual 06-07	Approved 07-08	Recommended 08-09
Student Body Fee Income	\$386,951.50	\$665,990.00	\$681,122.00
Disbursement to Financial Aid	(\$83,343.40)	(\$143,444.00)	(\$142,324.00)
Disbursement to Collegian	(\$41,671.70)	(\$71,722.00)	(\$91,494.00)
Disbursement to Intercollegiate Athletics	(\$83,343.40)	(\$143,444.00)	(\$142,324.00)
Total Spring Revenues to ASI:	\$178,593.00	\$307,380.00	\$304,980.00

B. Other Revenues

Miscellaneous Revenues:	Actual 06-07	Approved 07-08	Recommended 08-09
Interest Income	\$31,031.00	\$31,000.00	\$58,430.00
Other Income	\$32,271.00	\$0.00	\$0.00
Transfer from Local Reserves	\$0.00	\$0.00	\$18,000.00
Total Yearly Miscellaneous Revenues:	\$63,302.00	\$31,000.00	\$76,430.00

Total Net Yearly Revenue to ASI:	\$666,892.00	\$656,410.00	\$699,755.00
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Expenses

A. Administrative Operations

Employees	Actual 06-07	Approved 07-08	Recommended 08-09
Office Manager - Salary and Wages	\$30,228.00	\$0.00	\$0.00
Business Manager - Salary and Wages	\$0.00	\$45,000.00	\$46,575.00
Student Assistant - Salary and Wages	\$20,358.00	\$31,680.00	\$30,258.00
Employee Benefits	\$20,148.00	\$27,000.00	\$28,756.00
Staff Development	\$0.00	\$0.00	\$6,000.00
Executive Stipends	\$16,575.00	\$17,700.00	\$27,600.00
Total Employees Expenses:	\$87,309.00	\$121,380.00	\$139,189.00

Office Administration

	Actual 06-07	Approved 07-08	Recommended 08-09
Postage Fees	\$520.00	\$750.00	\$750.00
Office Rent	\$10,876.00	\$10,876.00	\$10,876.00
Repairs and Maintenance	\$651.00	\$2,000.00	\$1,500.00
Supplies	\$7,243.00	\$6,500.00	\$7,500.00
Software / Information Systems	\$0.00	\$5,000.00	\$1,500.00
Office Equipment (Under \$1,000)	\$0.00	\$4,000.00	\$1,500.00
Telephone Fees	\$2,597.00	\$2,500.00	\$3,600.00
Cellular Telephone Stipends	\$0.00	\$2,400.00	\$3,000.00
Corporate Filing Fee	\$145.00	\$0.00	\$0.00
Total Office Administration Expenses:	\$22,032.00	\$34,026.00	\$30,226.00

Operations

	Actual 06-07	Approved 07-08	Recommended 08-09
Accounting and Management Fees	\$46,032.00	\$46,000.00	\$46,700.00
Audit Fees	\$6,107.00	\$6,000.00	\$6,200.00
Finance / Banking Fees	\$419.00	\$500.00	\$500.00
AOA Dues	\$325.00	\$325.00	\$325.00
Depreciation	\$4,614.00	\$3,174.00	\$18,000.00
Insurance	\$5,239.00	\$5,120.00	\$5,376.00
Legal Fees	\$4,823.00	\$5,500.00	\$5,000.00
Travel	\$0.00	\$20,000.00	\$20,000.00
Total Operations Expenses:	\$67,559.00	\$86,619.00	\$102,101.00

Total Administrative Operations Expenses:	\$176,900.00	\$242,025.00	\$271,516.00
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B. Administrative Programs

Elections	Actual 06-07	Approved 07-08	Recommended 08-09
Election Commission - Stipend	\$0.00	\$500.00	\$0.00
Poll Workers	\$2,000.00	\$2,000.00	\$0.00
Electronic Voting Systems	\$0.00	\$0.00	\$3,000.00
Printing	\$0.00	\$1,000.00	\$0.00
Publicity	\$225.00	\$5,000.00	\$5,000.00
Supplies	\$216.00	\$900.00	\$0.00
Total Elections Expenses:	\$2,441.00	\$9,400.00	\$8,000.00

Miscellaneous	Actual 06-07	Approved 07-08	Recommended 08-09
Miscellaneous	\$845.00	\$1,861.20	\$1,527.00
Publicity	\$15,065.00	\$4,000.00	\$4,500.00

Promotional Events	\$3,089.00	\$6,000.00	\$6,000.00
Student Training and Development	\$13,686.00	\$15,000.00	\$12,000.00
Total Miscellaneous Expenses:	\$32,685.00	\$26,861.20	\$24,027.00
Total Administrative Programs Expenses:	\$35,126.00	\$36,261.20	\$32,027.00
C. Programs and Services			
California State Student Association (CSSA)	Actual 06-07	Approved 07-08	Recommended 08-09
CSSA Dues	\$6,700.00	\$13,258.80	\$0.00
CSSA Meeting Fees	\$11,578.00	\$1,680.00	\$0.00
Total CSSA Expenses:	\$18,278.00	\$14,938.80	\$0.00
Office of University Affairs	Actual 06-07	Approved 07-08	Recommended 08-09
Director of University Affairs - Salary and Wages	\$0.00	\$0.00	\$43,000.00
Employee Benefits	\$0.00	\$0.00	\$13,755.00
University Affairs Program Support	\$0.00	\$0.00	\$10,000.00
Total Office of University Affairs Expenses:	\$0.00	\$0.00	\$66,755.00
Campus Programs	Actual 06-07	Approved 07-08	Recommended 08-09
Fresno State Leadership Program	\$27,191.00	\$0.00	\$0.00
Central Valley Cultural Heritage Institute	\$3,534.00	\$0.00	\$0.00
Music Copyright Fee (KFSR)	\$3,500.00	\$3,100.00	\$0.00
University Lecture Series	\$0.00	\$8,500.00	\$12,000.00
Dog Days BARK Book	\$0.00	\$0.00	\$9,900.00
Arts and Humanities Lecture Series	\$0.00	\$700.00	\$0.00
Total Campus Programs Expenses:	\$34,225.00	\$12,300.00	\$21,900.00
ASI Media & Publications	Actual 06-07	Approved 07-08	Recommended 08-09
Campus Compass - Magazine	\$0.00	\$5,500.00	\$0.00
Campus Compass - TV	\$0.00	\$1,500.00	\$0.00
Bulldog Blog	\$0.00	\$8,000.00	\$8,000.00
Total ASI Media and Publications Expenses:	\$0.00	\$15,000.00	\$8,000.00
ASI Recreational Services	Actual 06-07	Approved 07-08	Recommended 08-09
Director/Coordinator - Salary and Wages	\$61,404.00	\$0.00	\$0.00
Employee Benefits	\$34,711.00	\$0.00	\$0.00
Intramural Sports Programming	\$19,524.00	\$28,250.00	\$0.00
Recreation and Leisure	\$0.00	\$6,700.00	\$6,700.00
Total ASI Recreational Services Expenses:	\$115,639.00	\$34,950.00	\$6,700.00
ASI Club Sports	Actual 06-07	Approved 07-08	Recommended 08-09
Club Sports Insurance	\$10,082.00	\$10,000.00	\$10,250.00
Total Club Sports Expenses:	\$10,082.00	\$10,000.00	\$10,250.00
ASI Programs	Actual 06-07	Approved 07-08	Recommended 08-09
Educational Research and Project Grants (ERPG)	\$6,747.00	\$16,000.00	\$20,000.00
Campus Leadership Development	\$0.00	\$15,000.00	\$10,600.00
New Programs	\$7,891.00	\$14,100.00	\$14,250.00
Readership Program	\$47,788.00	\$70,000.00	\$70,000.00
Scholarship Endowment	\$0.00	\$5,000.00	\$5,000.00
CSU Summer Arts Scholarships	\$0.00	\$1,250.00	\$0.00
Recycling Program	\$0.00	\$1,000.00	\$1,000.00
Lobby Corps	\$0.00	\$1,000.00	\$10,000.00
Multicultural and Diversity Dialogue	\$0.00	\$8,500.00	\$8,500.00
ASI Computer Lab (USU Lounge)	\$0.00	\$0.00	\$7,200.00
ASI Laptop Loan Program (Madden Library)	\$0.00	\$0.00	\$31,057.00
Alumni Development	\$0.00	\$0.00	\$7,500.00
Student Empowerment Program - Training, Platform Development, and Consultation	\$0.00	\$0.00	\$12,500.00
Discretionary - Special Projects	\$0.00	\$74,085.00	\$0.00
Total ASI Programs Expenses:	\$62,426.00	\$205,935.00	\$197,607.00
Student Clubs and Organizations Services	Actual 06-07	Approved 07-08	Recommended 08-09
Complimentary Financial Support	\$91,572.00	\$85,000.00	\$85,000.00
Total Student Clubs and Organizations Services Expenses:	\$91,572.00	\$85,000.00	\$85,000.00
Total Programs and Services Expenses:	\$332,222.00	\$378,123.80	\$396,212.00
D. Reserves			
Reserves	Actual 06-07	Approved 07-08	Recommended 08-09
Local Reserve Transfer (Outgoing - Out of Reserves)	\$0.00	\$0.00	\$18,000.00
Local Reserve Transfer (Incoming - Into Reserves)	\$0.00	\$0.00	\$0.00
Total Reserves Expenses:	\$0.00	\$0.00	\$0.00
Total Reserves Expenses:	\$0.00	\$0.00	\$0.00
Net Operations			
Revenues:	Actual 06-07	Approved 07-08	Recommended 08-09
Total Net Yearly Revenues:	\$666,892.00	\$656,410.00	\$699,755.00
Expenses:	Actual 06-07	Approved 07-08	Recommended 08-09
Total Yearly Expenses:	\$544,248.00	\$656,410.00	\$699,755.00
Total Net Operations:	\$122,644.00	\$0.00	\$0.00



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2008-2009 Capitalization Schedule

Prepared and Recommended by:
 Russel Statham
 Vice President of Finance & Chief Financial Officer

Estimated 2008-2009 Capitalization Schedule for Acquisition of New Assets

A. Student Communication Projects

ASI Digital Signage Program:	Recommended 08-09
System - Servers and Backbone	\$36,650.00
Digital Signage Displays	\$78,850.00
Total Capitalization for Student Communication Projects:	\$115,500.00

B. Facilities & Office Space

Renovation of University Student Union Room 316:	Recommended 08-09
Office Equipment - Computers	\$5,000.00
Office Equipment - Furniture	\$19,000.00
Office Equipment - Walls/Carpet/Painting	\$27,000.00
Total Capitalization for Facilities and Office Space:	\$51,000.00

C. ASI Scholarship Programs

ASI FSAA Scholarship Endowment:	Recommended 08-09
Scholarships - Endowment	\$5,000.00
Total Capitalization for Facilities and Office Space:	\$5,000.00

Total Estimated Capitalization for 2008-2009 Fiscal Year:	\$171,500.00
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Student Body Fee Revenue Calculations:

	<u>Fall 2008</u>	<u>Spring 2009</u>		<u>Fee</u>	<u>Total FY</u>
Headcount	22383	21492			
Transitory Students	1160	1160			
ASI Fee Paying Students	21223	20332			
ASI Total Fee Calculation	\$710,970.50	\$681,122.00		\$33.50	\$1,392,092.50
<i>Intercollegiate Athletics</i>	(\$148,561.00)	(\$142,324.00)		\$7.00	\$290,885.00
<i>Collegian</i>	(\$95,503.50)	(\$91,494.00)		\$4.50	\$186,997.50
<i>Financial Aid</i>	(\$148,561.00)	(\$142,324.00)		\$7.00	\$290,885.00
Fee Revenue to ASI	\$318,345.00	\$304,980.00		\$15.00	\$623,325.00

Interest Income Calculations:

<u>Source of Funds</u>	<u>Interest Rate</u>	<u>Fund Total</u>	<u>Interest Projection</u>
Fee Revenue to ASI (LAIF)	5.23%	\$623,325	\$32,600
Local Reserves (Money Market)	4.10%	\$630,000 (estimate)	\$25,830
TOTAL INTEREST INCOME			\$58,429.90