



Budget Plan

This document reflects the actual 2001-2002 expenditures, the approved 2002-2003 expenditures, the actual 2002-2003 expenditures, and the anticipated revenues and expenses for the current and proceeding fiscal years.

Revenues, which appear on this first page, illustrate both the total revenues generated by the Student Body Fee and the contributions to external programs mandated via referenda. Fall and spring semester revenues are listed separately so that greater attention can be placed on projecting revenues in the future. Notable features of the revenues include:

- a) Student Body Fee revenues are based on the spring 1999 Student Body Fee Referendum, which authorized a four-year incremental rise in the fee through the 2002-03 academic year. The Referendum approved an incremental increase from a record-low of \$8 per semester in the spring of 1996 to \$29 per semester in the fall of 2002. The semesterly fee increased \$12 in fall 1999, and increased \$3 each subsequent academic year.
- b) The 1999 Referendum also affirmed a commitment to financial aid and athletic programs as well as an incremental rise in that financial support corresponding with the rising level of the overall fee. Each of these programs receive one-third (1/3) of the fee increase (not including the beginning base of \$8/semester). At the height of the fee (2002-03 and thereafter), Associated Students will receive \$15/semester and Financial Aid and Intercollegiate Athletics each receive \$7.00/semester.
- c) Due to budget cuts, the University has proposed an enrollment cut of 1500 students for 2004-2005. For this reason, the proposed 2003-2004 revenues are based upon approximately 16,800 fee-paying students.
- d) This budget projects a net loss for the 2004-2005 fiscal year. While this might naturally create concern, it is worth noting that: Reserve funds are extremely healthy. A recommended level varies between \$125,000 and \$175,000. The reserves exceeded \$500,000 at year-end FY03. Funding allocations to student organizations have historically gone unspent, resulting in returns as high as \$35,000 in a single year. The pull from reserves is not meant to set a precedent; however, there is a strong consensus among Associated Students leaders and its Finance Committee that increasing direct services to students is a priority over increasing student fees or holding a large reserve.
- e) This budget is the result of the Finance Committee's discussions in both formal budget hearings and numerous other meetings with student organizations funded by the Associated Students. The following are the amounts found to be the most accurate in reflecting the Associated Students' mission.

	2001-02 actual	2002-2003 approved (12/02)	2002-2003 actual	2003-04 Rev Approved (8/03)	2004-2005 approved (04/04)
REVENUE					
Student Fees - Fall	493,000	522,00	682,462	527,220	488,166
Financial Aid	(119,000)	(126,000)	(164,731)	(127,260)	[117,833]
Intercollegiate Athletics	(119,000)	(126,000)	(164,731)	(127,260)	[117,833]
Fall Revenue to Associated Students	255,000	270,000	353,000	272,700	252,500

Student Fees - Spring	493,000	522,000	801,026	527,220		488,166
Financial Aid	(119,000)	(126,000)	(98,371)	(127,260)	[117,833]	
Intercollegiate Athletics	(119,000)	(126,000)	(98,371)	(127,260)	[117,833]	
Spring Revenue to Associated Students	255,000	270,000	210,800	272,700		252,500
Interest Earned	17,356	17,500	10,941	17,000		7,700
Other Income	1,416		2,562			
NET REVENUE TO ASSOCIATED STUDENTS	528,772	557,500	577,303	562,400		512,700

	2001-02 actual	2002-2003 approved (12/02)	2002-2003 actual	2003-04 approved (12/02)	2004-2005 proposed (03/04)
ADMINISTRATIVE OPERATIONS					
Employees					
Office Manager - Salary & Wages	6,000	17,500	17,966	32,000	32,000
Office Manager - Benefits	6,200	6,125	13,746	11,200	11,200
Office Manager - Search		2,000	0		
Student/Executive Assistant - Salary & Wages	10,500	12,000	14,359	11,000	16,000
Student Assistant - Insurance	2,200	3,100	0	3,100	3,100
University Advisor - Salary & Wages		12,000	0	12,250	0
University Advisor - Benefits		4,200	0	4,288	0
Executive Stipends	12,000	17,700	17,700	17,700	17,700
<i>President</i>		6,700	6,700	6,700	[6700]
<i>Executive Vice President</i>		5,500	5,500	5,500	[5500]
<i>Vice President of Finance</i>		5,500	5,500	5,500	[5500]
Employees - Total	36,900	74,625	63,771	91,538	80,000

The Office Manager salary is projected at an increase, however for the 2004-2005 fiscal year the Office Manager preferred additional time off instead of a pay increase. The University Advisor would continue to serve and assist with many of these administrative functions, however the Advisor salary is now covered by the University, instead of Associated Students. "Insurance" for Student Assistants reflects workman's compensation insurance premiums. The increase in student/executive assistant wages reflects both an anticipated increase in minimum wage as well as the need to hire and compensate at least one member of the President's cabinet (in the case of 03-04 this position was the Press Secretary.) Also the Associated Students' secretary is no longer under work study, which necessitates additional compensation from Associated Students.

Office Administration					
Postage	326	2,000	428	2,000	200
Rent	8,500	10,900	10,876	10,900	10,876
Repairs & Maintenance	2,476	2,500	3,489	2,500	2,500

Supplies	11,161	5,000	5,916	5,000	5,000
Equipment	0	9,000	2,365	9,000	4,000
Telephone	2,128	2,500	2,900	2,500	2,500
GKL Corporate Filing Fee					66
Office Administration - Total	24,591	31,900	25,974	31,900	25,142

Rent is paid to the University Student Union as determined through a square-foot calculation, and is at a fixed rate through FY07. Telephone expenses account for monthly service fees for seven (7) in-office phone lines and long distance. Equipment expenses were decreased, but it should be noted that the office lap tops will likely require replacement after FY06, and it should be budgeted accordingly in the following years.

Operations					
Accounting and Management Fees	47,500	48,500	47,500	54,100	60,700
Audit Fee	6,191	6,250	7,293	6,250	6,250
Finance/Bank fees			130		500
Association Dues	265	300	300	300	300
Depreciation	9,308	<i>moved to "Reserves, Equipment Reserve"</i>			10,085
Insurance	2,812	3,000	3,879	3,000	3,000
Legal Fees	3,141	5,000	1,932	7,500	7,500
Operations - Total	59,909	63,050	61,034	71,150	88,335

Accounting and Management Fees increased in the 03-04 fiscal year and will increase again in the 04-05 fiscal year. These fees are established through a Management Services Agreement with the Auxiliary Corporation to provide accounting services. As required by law, an external accounting firm is contracted to conduct an annual audit and prepare year-end financial reports. Liability insurance is obtained through the CSU Risk Management Association to insure organizational-related activities. Depreciation was moved from Reserves, Equipment Reserve at the request of our accountant.

TOTAL ADMINISTRATIVE OPERATIONS	121,400	169,575	150,779	194,588	193,477
--	----------------	----------------	----------------	----------------	----------------

	2001-02 actual	2002-03 approved (12/02)	2002-2003 actual	2003-04 approved (12/02)	2004-2005 proposed (3/04)
ADMINISTRATIVE PROGRAMS					
Elections					
Food and Beverages	145	300	20	300	<i>merged with Elections, Supplies</i>
Poll Workers	1,800	2,000	1,500	2,000	2,000
Printing	0	1,000	645	1,000	1,000
Publicity	913	2,500	540	2,500	2,500
Supplies	1,613	300	377	300	600
Elections - Total	4,471	6,100	3,082	6,100	6,100

Participation in Associated Students' elections must continue to increase, however in the past years the full allocation has not be spent and therefore the current allocations are appropriate. Polling locations are staffed, for a very reasonable fee, by The League of Women Voters to ensure impartiality and confidentiality. Their experience and the quality of their work has never been questioned. The preparation and printing of ballots can easily cost \$600-\$800 or more.

Miscellaneous						
Administrative Programs (Discretionary)	2,515	6,000	2,612	6,000	<i>moved to New Programs</i>	
Miscellaneous	3,329	3,500	1,470	3,500		3,500
Publicity	5,915	8,000	5,716	8,000		6,000
Technology Initiatives - Computers	0	<i>moved to "Office Administration, Equipment"</i>				
Training & Development	12,631	9,000	7,337	9,000		10,000
Miscellaneous - Total	24,390	26,500	17,135	26,500		19,500

Administrative Programs (Discretionary) was moved to (and combined with) New Programs because their purposes were one and the same. Publicity expenses dropped for 03-04 since the Associated Students' web-site as well as the new addition of the Student Info Booth have proved to be increasingly effective means of publicity. Training and Development expenses increased to match the demand for increased student participation in training such as the summer and winter Senate/executive training sessions, as well as the possibility of at-large students attending additional training events.

TOTAL ADMINISTRATIVE PROGRAMS	28,861	32,600	20,217	32,600	25,600
--------------------------------------	---------------	---------------	---------------	---------------	---------------

	2001-02 actual	2002-03 proposed (12/02)	2002-2003 actual	2003-04 approved (12/02)	2004-2005 proposed (3/04)
PROGRAMS & SERVICES					
California State Student Association					
CSSA Dues	9,858	6,000	6,002	0	0
CSSA Meetings/ AS Lobby Corps	2,802	1,500	2,087	2,000	10,200
California State Student Association - Total	12,660	7,500	8,089	2,000	10,200

There has been a strong consensus to continue attending CSSA meetings, while not paying CSSA dues. The CSSA meetings expense reflects registration fees and travel to monthly CSSA meetings. The increase in the CSSA meetings/AS Lobby Corps expenses reflects the increase in at-large student demand to travel to Sacramento to do student lobbying as well as the demand for additional at-large students to attend CSSA conferences as well as the annual CHESS conference. These meetings have been very valuable for students in the past.

Campus Programs					
Dental and Health Programs	160	2,000	4,231	2,000	0
General	15,290	0	0	0	0
Leadership Program	19,800	35,000	29,761	35,000	20,000
Multicultural Center	13,769	12,500	16,372	10,000	10,000

Radio Station (KFSR)	2,034	2,250	2,170	2,500	2,500
Spirit Program		10,500	10,500	3,500	0
University Lecture Series	8,500	8,500	8,500	8,500	8,500
Campus Programs - Total	59,553	70,750	71,534	61,500	41,000

Dental and Health Programs expenses had been used to cover the postage to mail out information on health care to students. However, with the addition of the Associated Students web-site as well as the practice of passing out the brochures at Admissions days, these postage costs are no longer necessary. The Leadership program expenses were decreased but still allow for all the funding behind the conferences that were put on for students. It is Associated Students' policy to fund programs with the intent of them finding additional funding and becoming self-reliant, otherwise Associated Students would not be able to fund new programs and ideas. In the case of the Leadership program many expenses were deemed unnecessary, and subsequently reduced. The large front-end commitment to the Multicultural Center is indicative of Associated Students' commitment to take action and produce visible results before the end of the 2001-2002 academic year. The annual expense of a copyright fee for the campus radio station is calculated as 25% of the annual copyright fee. Associated Students had, at one point, funded the uniforms for the spirit program, but funds have not been requested or deemed necessary for the 2004-2005 fiscal year.

Campus Publications					
Collegian - Fall		24,000	24,643	21,000	24,500
Collegian - Spring	58,643	24,000	23,357	21,000	24,500
Collegian Supplements					
Campus Publications - Total	58,643	48,000	48,000	42,000	49,000

Due to budget cuts, The Collegian lost \$30,000 (which had covered the salary of their business manager) from the College of Arts and Humanities. For this reason, Associated Students deemed it necessary to increase funding for the 2004-2005 fiscal year. While it is mutually understood that The Collegian and the Associated Students should at some point separate themselves, it is impossible to do so during the 2004-2005 fiscal year. It is the intent, however, that down the road The Collegian would no longer be funded through the Associated Students, to ensure no conflict of interest. The Collegian's level of funding will be evaluated on a yearly basis.

Campus Recreational Services					
Coordinator - Salary & Wages		43,000	43,001	44,000	45,000
Coordinator - Benefits	70,360	15,050	16,802	15,400	15,400
Intramural Sports		24,000	24,000	24,000	24,000
Recreation & Leisure		19,000	19,000	19,000	19,000
Campus Recreational Services - Total	70,360	101,050	102,803	102,400	103,400

The Coordinator's salary is projected at an increase of \$1000. The Campus Recreational Services have been a very valuable asset to students. When the Student Recreation Center opens, Associated Students will need to reevaluate its funding of the Campus Recreational Services.

Club Sports					
Club Sports	4,826	7,000	4,826	8,000	9,000
Club Sports - Total	4,826	7,000	4,826	8,000	9,000

Club Sports programs are listed separately from general student organizations to highlight the difference in the nature of their funding and expenses and fiscally broaden their spending opportunities. Within this line item, Associated Students traditionally covers the cost of insurance for club sports as well as various other expenses in equipment, etc. The 04-05 increase in expenses reflects an increase in student demand for club sports.

	2001-02	2002-03	2002-2003	2003-04	2004-2005
	actual	proposed (12/02)	actual	approved (12/02)	proposed (3/04)
Administered Programs					
Academic Programs		6,000	5,921	6,000	2,000
Educational Research and Project Grants	8,170	0	0	10,000	10,000
New Programs	3,731	10,000	2,397	12,500	19,000
Speaker's Platform	35,912	3,000	911	1,500	0
Campus Readership Program					18,000
Student Community Activism Grant					2,000
Administered Programs - Total	47,813	19,000	9,229	30,000	51,000

Academic Programs was used in the 03-04 fiscal year to fund the Readership Program (the distribution of USA Today to students free of charge.) However, a new line item has been created for this program, reducing the funds needed for Academic Programs. ERPG has been a success, and to maintain the level of competition, the allocation has been left at \$10,000. The New Programs line item is the result of the merge between Administrated Programs (discretionary) and New Programs. For this reason there is an increase in the line item expenses. There are no anticipated expenses for the Speaker's Platform, and therefore funding was eliminated. The Campus Readership program has been very successful on campus at only 210 copies a day (which are gone by 10am every morning.) In order to better meet student demand for this program, funding has increased (slightly over doubled) to allow for additional copies and additional newspapers to be provided to students. The Student Community Activism Grant is a new idea for the 04-05 fiscal year. This would be a team effort between the Students for Community Service and the Associated Students to provide four (4) grants to students to allow them to learn to create and maintain a community project.

Student Organizations					
Complementary Financial Support		95,000	63,394	95,000	90,000
Miscellaneous	82,884	0	0	0	<i>eliminate line item</i>
Student Organizations - Total	82,884	95,000	63,394	95,000	90,000

While funding for recognized student clubs is a top priority for Associated Students, traditionally at least \$10,000 in the line item remains unspent at the end of the year. Therefore, in this year of budget cuts, the funding has been reduced to \$90,000, though it is not meant to set a precedent.

TOTAL PROGRAMS & SERVICES	278,096	348,300	307,875	340,900	353,600
--------------------------------------	----------------	----------------	----------------	----------------	----------------

RESERVES					
Equipment Reserve	9,308	9,300	12,204	9,500	<i>moved back to Operations, Depreciation</i>
Capital Reserve	11,000	10,000	0	10,000	10,000
TOTAL RESERVES	20,308	19,300	12,204	19,500	10,000

Although the Reserve is currently at a healthy level, the Associated Students continues to set the precedent that funds will be allocated to the Reserve on a yearly basis to ensure financial security.

TOTAL EXPENSES	428,357	569,775	491,075	587,588	582,677
NET (Revenues - Expenses)	45,872	(12,275)	86,228	(25,188)	-69,977

Approved by the Associated Students' Senate on March 25, 2004

Approved by the University President on April 15, 2004