



Budget Plan

This document reflects the original 2001-02 budget, approved 2001-02 mid-year revisions, actual 2001-02 expenditures, and 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 will each receive \$7.00/semester.

c) The proposed 2002-03 revenues are based upon 18,000 fee-paying students, with an anticipated 1% increase in subsequent years. The change from the initial approved budget to this most recent proposal is a result primarily of more accurate records of fee-paying students.

d) This budget projects a net loss for both FY03 and FY04. While this might create a natural 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 FY02. Funding allocations to student organizations have historically gone unspent, resulting in returns as high as \$35,000 in a single year. 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.

	2001-02 approved	2001-02 revised	2001-02 actual	2002-03 approved (12/01)	2002-03 proposed (12/02)	2003-04 Rev. Approved (8/03)
REVENUE						
Student Fees - Fall	416,000	423,000	493,000	490,000	522,000	527,220
Financial Aid	(96,000)	(96,000)	(119,000)	(112,000)	(126,000)	(127,260)
Intercollegiate Athletics	(96,000)	(96,000)	(119,000)	(112,000)	(126,000)	(127,260)
Fall Revenue to Associated Students	224,000	231,000	255,000	266,000	270,000	272,700
Student Fees - Spring	416,000	423,000	493,000	490,000	522,000	527,220
Financial Aid	(96,000)	(96,000)	(119,000)	(112,000)	(126,000)	(127,260)
Intercollegiate Athletics	(96,000)	(96,000)	(119,000)	(112,000)	(126,000)	(127,260)
Spring Revenue to Associated Students	224,000	231,000	255,000	266,000	270,000	272,700
Interest Earned	10,000	20,000	17,356	20,000	17,500	17,000
Other Income			1,416			
NET REVENUE TO ASSOCIATED STUDENTS	458,000	482,000	528,772	552,000	557,500	562,400

	2001-02 approved	2001-02 revised	2001-02 actual	2002-03 approved (12/01)	2002-03 proposed (12/02)	2003-04 proposed (12/02)
ADMINISTRATIVE OPERATIONS						
Employees						
Office Manager - Salary & Wages	24,000	12,000	6,000	25,000	17,500	32,000
Office Manager - Benefits	6,000	3,000	6,200	6,000	6,125	11,200
Office Manager - Search	3,000	3,000			2,000	
Student/Executive Assistant - Salary & Wages	6,000	12,000	10,500	14,000	12,000	11,000
Student Assistant - Insurance	1,000	1,000	2,200	1,250	3,100	3,100
University Advisor - Salary & Wages					12,000	12,250
University Advisor - Benefits					4,200	4,288
Executive Stipends	12,000	12,000	12,000	18,000	17,700	17,700
President					6,700	6,700
Executive Vice President					5,500	5,500
Vice President of Finance					5,500	5,500
Employees - Total	52,000	43,000	36,900	64,250	74,625	91,538

The Office Manager is expected to begin employment no earlier than December; reducing the expenses for the current fiscal year. The overall Office Manager salary, however, is projected at an increase. This is purposeful, with the intent of raising the level of education and work experience required and raising the expectations of the position. The salary is not intended, however, to recruit an individual as an "Executive Director." The University Advisor would continue to serve, assist, with many of these administrative functions. "Insurance" for Student Assistants reflects workman's compensation insurance premiums. Salary, wages, and benefits costs for the University Advisor are based on preliminary findings of the CSU Chancellor's Office audit which would require reimbursement to State for time; estimated to be 25%. The increases in student wages reflect anticipated increases in minimum wage and the anticipated need to hire and compensate additional executive assistants. Increases in salary allow for, but are not meant to require nor mandate a salary increase or "raise." As suggested by the university's Association Human Resources Office, benefits are calculated at 35% of an employee's salary.

Office Administration						
Postage	3,000	3,000	326	3,000	2,000	2,000
Rent	11,000	9,500	8,500	8,000	10,900	10,900
Repairs & Maintenance	2,000	3,500	2,476	3,500	2,500	2,500
Supplies	5,000	5,000	11,161	5,000	5,000	5,000
Equipment		2,000	0	2,500	9,000	9,000
Telephone	2,500	2,500	2,128	3,000	2,500	2,500
Office Administration - Total	23,500	25,500	24,591	25,000	31,900	31,900

Rent is paid to the University Student Union as determined through a square-foot calculation; the one-time reduction to \$8,000 reflected Associated Students' contribution/payment for carpet and equipment. Telephone expenses account for monthly service fees for seven (7) in-office phone lines and long distance. Increased equipment expenses reflect a transfer from another line item for computers.

Operations						
Accounting and Management Fees	47,500	47,500	47,500	48,000	48,500	54,100
Audit Fee	4,000	4,000	6,191	5,000	6,250	6,250
Association Dues	500	500	265	500	300	300
Depreciation	8,000	8,000	9,308	6,000	<i>moved to "Reserves, Equipment Reserve"</i>	
Insurance	3,750	3,750	2,812	3,750	3,000	3,000
Legal Fees	5,000	5,000	3,141	5,000	5,000	7,500
Operations - Total	60,750	60,750	59,909	62,250	63,050	71,150

Accounting and Management Fees are established through a Management Services Agreement with the Auxiliary Corporation to provide accounting services. The current level of nearly \$50,000 is considered very reasonable by most and far too low by some. 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. The increase in Legal Fees reflects a higher demand for administrative services as well as existing plans to offer "legal aide" to students.

TOTAL ADMINISTRATIVE OPERATIONS	136,250	129,250	121,400	151,500	169,575	194,588
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	2001-02 approved	2001-02 revised	2001-02 actual	2002-03 approved (12/01)	2002-03 proposed (12/02)	2003-04 proposed (12/02)
ADMINISTRATIVE PROGRAMS						
Elections						
Food and Beverages	250	250	145	300	300	300
Poll Workers	1,250	1,250	1,800	1,500	2,000	2,000
Printing	500	500	0	1,000	1,000	1,000
Publicity	1,500	1,500	913	1,750	2,500	2,500
Supplies	250	250	1,613	300	300	300
Elections - Total	3,750	3,750	4,471	4,850	6,100	6,100

Participation in Associated Students' elections must continue to increase. Increased investment in publicity initiatives will be necessary. 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 work has never been questioned. The preparation and printing of ballots can easily cost \$600-\$800 more.

Miscellaneous						
Administrative Programs (Discretionary)	5,000	4,000	2,515	6,000	6,000	6,000
Miscellaneous	6,000	5,000	3,329	7,000	3,500	3,500
Publicity	6,000	7,000	5,915	8,000	8,000	8,000
Technology Initiatives - Computers	6,000	6,000	0	6,500	<i>moved to "Office Administration, Equipment"</i>	
Training & Development	6,000	7,000	12,631	8,000	9,000	9,000
Miscellaneous - Total	29,000	29,000	24,390	35,500	26,500	26,500

The high level of expenses for Training and Development during FY02 includes costs for August 2001 training in San Francisco for a large contingency, otherwise "miscellaneous" expenses and unexpected on-going planning meetings involving officers and guests. FY03 and FY04 training expenses include August training sessions for a now smaller Senate and mid-year programs.

TOTAL ADMINISTRATIVE PROGRAMS	32,750	32,750	28,861	40,350	32,600	32,600
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	2001-02 approved	2001-02 revised	2001-02 actual	2002-03 approved (12/01)	2002-03 proposed (12/02)	2003-04 proposed (12/02)
PROGRAMS & SERVICES						
California State Student Association						
CSSA Dues	12,000	12,000	9,858	15,000	6,000	0
CSSA Meetings	6,000	6,000	2,802	6,000	1,500	2,000
California State Student Association - Total	18,000	18,000	12,660	21,000	7,500	2,000

During 2000-01, Associated Students made an agreement with CSSA officials to incrementally increase annual dues contributions from 67% to 100% during 2002-03. Based on new assessments of membership benefits, there is a strong consensus to discontinue all dues to CSSA. (The proposed \$6,000 reflects the amount Associated Students has already paid for the Fall 2002 semester.) The "meetings" expense reflects registration fees and travel to monthly CSSA meetings. [The net loss or gain from hosting the November 2002 meeting is unknown at the time of this budget, but is unlikely to be of any significance.]

Campus Programs						
Dental and Health Programs	1,000	800	160	1,000	2,000	2,000
General	14,500	11,500	15,290	13,500	0	0
Leadership Program		20,000	19,800	27,000	35,000	35,000
Multicultural Center		20,000	13,769	12,500	12,500	10,000
Radio Station (KFSR)	1,500	1,600	2,034	1,700	2,250	2,500
Spirit Program					10,500	3,500
University Lecture Series	8,500	8,500	8,500	8,500	8,500	8,500
Campus Programs - Total	25,500	62,400	59,553	64,200	70,750	61,500

The General Campus Program funding has been removed to reflect Associated Students' commitment to funding programs that are recognized by the University. Organizations that previously received funding from this line item can now apply for funding under the "Student Organizations, Complementary Financial Support" category. The funding of the leadership program is one of several initiatives to both infuse Associated Students' programs with leadership education and development and take on expenses the University Student Union is not likely to be able to fully support. 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 2001-02 academic year. The annual expense of a copyright fee for the campus radio station is calculated as 25% of the annual copyright fee. The spirit program contribution reflects a one-time purchase of two (2) Time Out costumes during 2002-03 (\$7,000) and one (1) during 2003-04. Additional funds reflect partial sponsorship of uniform packages of \$100 each for 35 team members. (The program receives annual operating funds from the Athletic Department, but they are not sufficient for large one-time costume purchases.)

Campus Publications						
Collegian - Fall	24,000	24,000		24,000	24,000	21,000
Collegian - Spring	24,000	24,000	58,643	24,000	24,000	21,000
Collegian Supplements	4,000	4,000				
Campus Publications - Total	52,000	52,000	58,643	48,000	48,000	42,000

This line item will be phased out over an eight-year period, beginning in 2002. This budget shows the phase happens on a straight-line basis assuming student enrollment does not significantly decline over this period; if student enrollment does significantly decline, then the amount shall be further reduced.

Campus Recreational Services						
Coordinator - Salary & Wages		22,000		46,000	43,000	44,000
Coordinator - Benefits			70,360		15,050	15,400
Intramural Sports	12,000	22,000		24,000	24,000	24,000
Recreation & Leisure	10,000	10,000		14,000	19,000	19,000
Campus Recreational Services - Total	22,000	54,000	70,360	84,000	101,050	102,400

The approved 2002-03 budget does not include benefits for the coordinator. The 2002-03 proposed budget reflects the actual salary, wages, and benefits of the coordinator. The continued incremental increase in Campus Recreational Services funding is a clear illustration of Associated Students' commitment to these campus programs.

Club Sports						
Club Sports	6,000	6,000	4,826	7,000	7,000	8,000
Club Sports - Total	6,000	6,000	4,826	7,000	7,000	8,000

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.

	2001-02 approved	2001-02 revised	2001-02 actual	2002-03 approved (12/01)	2002-03 proposed (12/02)	2003-04 proposed (12/02)
Administered Programs						
Academic Programs					6,000	6,000
Educational Research and Project Grants	10,000	10,000	8,170	16,000	0	10,000
New Programs	10,000	10,000	3,731	12,500	10,000	12,500
Speaker's Platform		50,000	35,912	1,500	3,000	1,500
Administered Programs - Total	20,000	70,000	47,813	30,000	19,000	30,000

As a result of audit findings, the Educational Research and Project Grants will not be given this year. The increased expense of the Speakers' Platform is because a sign needs to be made this academic year.

Student Organizations						
Complementary Financial Support	125,000	112,500	82,884	95,000	95,000	95,000
Miscellaneous	9,000	9,000		5,000	0	0
Student Organizations - Total	134,000	121,500	82,884	100,000	95,000	95,000

The Miscellaneous Category has been removed to reflect the new policy for distributing Student Club and Organization funding.

TOTAL PROGRAMS & SERVICES	277,500	331,900	278,096	354,200	348,300	340,900
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RESERVES						
Equipment Reserve	8,000	8,000	9,308	6,000	9,300	9,500
Capital Reserve	10,000	11,000	11,000	12,000	10,000	10,000
TOTAL RESERVES	18,000	19,000	20,308	18,000	19,300	19,500

Although the Reserve is currently at a healthy level, Associated Students is required to continue to contribute funding to the different reserve accounts by its Fiscal Policy.

TOTAL EXPENSES	464,500	512,900	428,357	564,050	569,775	587,588
NET (Revenues - Expenses)	(6,500)	(30,900)	45,872	(12,050)	(12,275)	(25,188)

Approved by Student Senate on Thursday, December 5, 2002

Approved by University President on Monday, December 23, 2002

Revision Approved by Student Senate on Sunday, June 1, 2003

Revision Approved by University President on Saturday, August 8, 2003

