ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

MEMORANDUM

Date: September 19, 2024

To: Ellen J. Neufeldt, Ed. D., President, CSUSM Ellen J. Neufeldt

From: Ashley Lizarraga, Vice President of Finance and Operations, Associated Students Inc. Ashley Lizarraga (Sep 20, 2024 09:48 PDT)

Annie Macias, Ph. D., Executive Director, Associated Students Inc. Annie Macias

CC: Viridiana Diaz, Ed. D., Vice President for Student Affairs, CSUSM Viridiana Diaz

Subject: ASI Corporate Reserves Undesignated Balance Fiscal Year 2024-2025

On September 6th, 2024, the Board of Directors of the Associated Students, Inc. (ASI) of California State University San Marcos approved the proposed plan for the undesignated portion of the ASI reserves. The fiscal impact was $392,570 of $2,216,481 fund balance. The Board approved plans for the undesignated portion are as follows:

- **ASI 24/25 Budget:** $392,570 was allocated to the 2024-2025 ASI budget to cover support for programs and services.

- **Remaining Funding:** $1,443,488 was allocated per ASI Reserves Policy to Working Capital and Current Operations, $78,063 was allocated to Capital Equipment Replacement and Acquisitions, $288,698 was allocated for Planned Future Growth.

- **Reserve for ASI Cougar Pantry:** $13,662 was allocated to create a reserve for food for the ASI Cougar Pantry.

Rosa Mora (Sep 24, 2024 08:35 PDT)

Norma Larios (Sep 24, 2024 15:32 PDT)

Associated Students, Inc
of California State University San Marcos

Annual Budget
2024 - 2025

Approved by the ASI Board of Directors on 9/6/2024

ASSOCIATED STUDENTS, INC. (ASI)
Budget Call Timeline for Fiscal Year 2024/2025

Date	Description
Friday, January 26, 2024	Budget request email will be sent out to all ASI.
January 29- Feb 2, 2024	ASI Supervisors will meet with their students from the ASI entities to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 5-9, 2024	Each department supervisor will meet with the ASI Business Operations Analyst to review their proposed budget.
Friday, Februrary 16, 2024	All budget proposals need to be submitted to the ASI Business Operations Analyst.
Tuesday, February 27, 2024	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations Committee's agenda.
Friday, March 8, 2024	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2024/2025. All departments should have a student representative in attendance to present their requested budget.
Monday, March 11, 2024	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2024	BOD reviews and approves 2024/2025 ASI Master Budget.
Friday, April 12, 2024	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 15th.
Friday, April 19, 2024	BOD meeting reserved for budget adjustment if needed.
Monday, April 22, 2024	ASI memo, 2024/2025 approved budget narrative, signed BOD minutes due to CSUSM VPFA for signature.
Monday, April 29, 2024	ASI memo, 2024/2025 approved budget narrative, signed BOD minutes due to CSUSM President for signature.
Monday, May 13, 2024	2024-2025 ASI Master Budget signed and posted on ASI website

Associated Students, Inc of CSU San Marcos
Budget Guiding Principles
As of October 12, 2018, reviewed February 9th, 2024 by Internal Operations Committee

Transparency:

The ASI budget should be timely, simple to understand, and be easily communicated to the campus community and stakeholders.

Adaptability:

The ASI budget allocations should be consistent with ongoing ASI initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases.

Operational Expenses vs Program Services:

The ASI budget allocations should review the percentages of the operational expenses and program services to ensure a sustainable ratio exists between the two categories.

Operational Expenses are the costs of supporting the student services and programs that ASI provides such as cost of copy machines, telephones, auditing services, bank charges, etc. Operational Expenses are found in the Management and general categories under the audited financial statements.
Program Services are the costs of ASI programs and services such as Campus Activities Board, ASI Cougar Pantry, Media and Communications Team, etc.

Maximize Student Opportunities

The ASI budget will prioritize student employment opportunities and direct funding support such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.

ASI Budget Summary

		22/23 Approved budget with reserve amounts	22/23 Actuals	23/24 Approved budget 9/8 with reserve amedments	23/24 Actuals	24/25 Approved	24/25 Actuals
REVENUE							
	Fall Headcount	13,469		13,449		14,403	
	Spring headcount	12,317		12,213		13,746	
	Fee amount per semester	$75	$75	$75	$75	$75	$75
	FEE REVENUE TOTAL	**$ 1,933,950**	**$ 2,064,607**	**$ 1,924,650**	**$ 2,099,553**	**$ 2,111,175**	**$ -**
	Interest from investments	$ -	$ 14,091	$ -	$ 48,259	$ -	
	Fee & Interest Revenue Total	$ 1,933,950	$ 2,078,698	$ 1,924,650	$ 2,147,812	$ 2,111,175	
RESERVES ALLOCATIONS							
	Board designated funds to support programs and services	$ 626,135	$ 299,216	$ 574,615	$ -	$ -	$ -
	Insurance claim funds	**$ -**	**$ -**	$ 144,377	$ -	$ -	$ -
	REVENUE + RESERVE ALLOCATION TOTAL	**$ 2,560,085**	**$ 2,377,914**	**$ 2,643,642**	**$ 2,147,812**	**$ 2,111,175**	
EXPENSES							
2101	Operations	$ 489,763	$ 439,280	$ 505,591	$ 439,519	$ 531,485	
2102	Board of Directors	$ 117,558	$ 72,462	$ 145,600	$ 102,924	$ 148,011	
2103	ASI President	$ 21,427	$ 20,299	$ 21,909	$ 20,463	$ 23,480	
2107	Campus Activities Board	$ 266,514	$ 211,137	$ 325,801	$ 275,976	$ 325,098	
2108	Media and Marketing	$ 222,743	$ 210,955	$ 243,277	$ 193,137	$ 230,273	
2110	General Student Programs	$ 304,651	$ 255,331	$ 312,595	$ 214,757	$ 314,439	
2111	ASI Vice President of Finance and Operations	$ 269,031	$ 156,365	$ 193,078	$ 103,770	$ 87,295	
2118	ASI Vice President of Student & University Affairs	$ 25,302	$ 19,518	$ 24,943	$ 23,857	$ 26,031	
2121	University Cost Recovery	$ 144,885	$ 144,885	$ 169,561	$ 169,561	$ 174,648	
2124	ASI Chair & Chief of Staff	$ 18,790	$ 11,851	$ 18,443	$ 14,833	$ 21,031	
2125	ASI Cougar Pantry	$ 404,743	$ 235,542	$ 469,440	$ 233,854	$ 380,857	
2126	Festival 78	$ 355,528	$ 210,308	$ 232,000	$ 223,854	$ 241,100	
	EXPENSES TOTAL	**$ 2,640,934**	**$ 1,987,935**	**$ 2,662,238**	**$ 2,016,505**	**$ 2,503,745**	**$ -**
	NET INCOME/(LOSS)	**$ (80,849)**	**$ 389,979**	**$ (18,595)**	**$ 131,307**	**$ (392,570)**	**$ -**

Associated Students, Inc. of CSUSM

ASI Reserves

	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
Projected Beginning Fund Balance	$ 2,892,903		$ 3,179,793		$ 3,185,583	
Add/deduct: net adjusted income or (loss)	$ (80,849)		$ (18,595)		$ (392,570)	
Deduct projects and programs designated by the Board to support with reserves	$ 626,135		$ 574,615			
Projected Ending Balance	$ 2,185,919		$ 2,586,582		$ 2,793,013	$ -
Statement of Reserve Allocation: designated by ASI Corporate Policy						
Working capital & current operations	$ 602,341	$ 602,341	$ 602,341		$ 1,443,488	
Capital Equipment & Acquisition	$ 87,307	$ 87,307	$ 66,771		$ 78,063	
Planned Future Growth	$ 301,388	$ 301,388	$ 301,388		$ 288,698	
TOTAL	$ 991,036	$ 991,036	$ 970,500		$ 1,810,249	$ -
GRANTS /FUNDRAISING: designated by donations						
Giving Day Funds for Student Emergency Funds (Foundation Fund 96014 Project 86578)	$ -	$ 76,636	$ 76,636	$ 73,372	$ -	
Giving Day Funds for ASI Cougar Pantry (Foundation Fund 96014 Project 86731)	$ -	$ 46,126	$ 46,126	$ 6,901	$ -	
TOTAL	$ -	$ 122,762	$ 122,762	$ 80,273	$ -	$ -
Projects and Programs support: Designated By the ASI Board of Directors						
Reserved for Wellness and Recreation Facility	$ 1,200,000	$ 1,200,000	$ 1,750,000	$ -	$ -	
Reserved for Student Emergency Fund	$ 160,000	$ 76,650	$ 54,000	$ -	$ -	
Reserved for Program Support	$ 240,490	$ -	$ 120,425		$ -	
Reserved for ASI Cougar Pantry related grants	$ 187,645	$ 62,069	$ 98,039	$27,411	$ -	
Reserved for ASI Cougar Pantry additional support	$ -	$ -	$ 159,389	$21,842	$ 13,662	
Reserved for ASI Leadership Funding	$ 30,000	$ 10,145	$ 10,000	$ -	$ -	
Reserved for ASI 30 year timeline Project	$ 8,000	$ 8,000	$ -	$ -	$ -	
Future Fees Campaign	$ -	$ -	$ 10,000	$ -	$ -	
Reserved for general programs and services support					$ 392,570	
TOTAL	$ 1,826,135	$ 1,356,864	$ 2,201,853	$49,253	$ 406,232	$ -
Undesignated						
18-19 Insurance claim recovery	$ 144,377	$ -	$ -	$ -	$ -	$ -

Dept. ID: 2101 Operations | Chargebacks: 210101

Account #	Class Code	Account Description	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16803	Salaries - Pro Staff: Business Operations Analyst	$ 69,000	$ 275,806	$ 69,000	$ 69,431	$ 72,450	
613808	16803	Benefits - Pro Staff: Business Operations Analyst	$ 27,600	$ -	$ 27,600	$ 24,210	$ 26,807	
613808		General Salary Increase adjustments (GSI)	$ 24,553	$ -	$ 47,565	$ -	$ 51,078	
613808	16803	Salary - Executive Director	$ 137,000	$ -	$ 137,000	$ 143,854	$ 143,850	
613808	16803	Benefits - Executive Director	$ 54,800	$ -	$ 54,800	$ 50,895	$ 53,225	
613816		Corp Admin Charge 8%	$ 93,637	$ 77,560	$ 95,726	$ 89,010	$ 104,379	
660858		Corp Education Benefits	$ 3,200	$ 3,200	$ 3,200	$ -	$ 3,200	
660858		Prof. Development	$ 6,600	$ 6,573	$ 6,600	$ 1,407	$ 6,600	
606001		Systemwide Travel	$ 7,000	$ 6,452	$ 5,000	$ 7,242	$ 8,000	
604001		Telecommunications/ Phones	$ 8,000	$ 8,191	$ 8,000	$ 6,986	$ 7,000	
613810		Auditing Expenses	$ 30,000	$ 25,475	$ 28,300	$ 28,488	$ 28,300	
660001		Postage/Mail	$ 500	$ 198	$ 300	$ 175	$ 200	
660003		Office Supplies	$ 9,000	$ 8,268	$ 8,000	$ 3,093	$ 8,000	
660010		Insurance/CSURMA	$ 7,683	$ 7,994	$ 8,700	$ 9,121	$ 10,997	
660010		Dividend	$ -	$ -	$ -		$ -	
660835		Signa - Copier Lease	$ 1,200	$ 1,596	$ 1,500	$ 791	$ 1,500	
660842	12512	Golf Cart	$ 1,000	$ 15,945	$ 1,000	$ 2,879	$ 2,900	
660805		Membership Dues	$ 2,000	$ 1,321	$ 2,000	$ 1,497	$ 2,000	
613807		Legal	$ 1,500	$ 550	$ 800	$ 440	$ 500	
660851		Bank Charges	$ 800	$ 152	$ 500	$ -	$ 500	
		Total	**$ 485,073**	**$ 439,280**	**$ 505,591**	**$ 439,519**	**$ 531,485**	**$ -**

DEPT ID: 2102 Board of Directors

Account #	Dept. ID	Class Code	Account Description	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	2102	16803	Salaries - Pro Staff: ASI Board of Directors Coordinator	$ 62,400	$ 12,078	$ 49,000	$ 55,491	$ 67,891	
613808	2102	16803	Benefits - Pro Staff: ASI Board of Directors Coordinator	$ 24,960	$ -	$ 19,600	$ -	$ 25,120	
606001	2102		Travel	$ 5,000	$ 3,678	$ 5,000	$ 5,000	$ 7,000	
609008	2102		Scholarship	$ 12,000	$ 9,500	$ 12,000	$ 15,064	$ 12,000	
660842	2102		Student Activities	$ 50,000	$ 40,767	$ 25,000	$ 15,703	$ 25,000	
660842	2102	10216	Veteran's Rep	$ 1,500	$ 1,234	$ 1,500	$ 1,385	$ 1,500	
660842	2102	10217	Sustainability Rep	$ 1,500	$ 609	$ 1,500	$ 764	$ 1,500	
660842	2102	10218	Diversity & Inclusion Reps	$ 1,500	$ -	$ 1,500	$ 908	$ 1,500	
660842	2102	10220	CSTEM Reps	$ 1,000	$ 990	$ 1,000	$ 859	$ 1,000	
660842	2102	10221	COBA Reps	$ 1,000	$ 302	$ 1,000	$ 536	$ 1,000	
660842	2102	10222	COEHHS Reps	$ 1,000	$ 839	$ 1,000	$ 805	$ 1,000	
660842	2102	10223	CHABSS Reps	$ 1,000	$ 725	$ 1,000	$ 811	$ 1,000	
660842	2102	10224	ASI General Elections	$ 2,500	$ 1,740	$ 2,500	$ 2,294	$ 2,500	
			TOTAL	**$ 165,360**	**$ 72,462**	**$ 121,600**	**$ 99,620**	**$ 148,011**	

Breakdown of funds allocated from Re

660842	2102		Activities	$ 30,000		$ 22,000			
606001	2102		Travel			$ 2,000	$ 3,304		
			TOTAL	**$ 30,000**		**$ 24,000**	**$ 3,304**		

DEPT ID: 2103 - ASI President

Account	DEPT	Class	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	2103	16804	Salaries - SA	$ 16,013	$ 16,380	$ 16,470	$ 16,666	$ 18,300	
613808	2103	16804	Benefits - SA - Fall/Spring 4%	$ 504	$ -	$ 518	$ -	$ 317	
613808	2103	16804	Benefits - SA- Summer 12%	$ 410	$ -	$ 421	$ -	$ 363	
606001	2103		Travel	$ 3,500	$ 3,485	$ 3,500	$ 3,030	$ 3,500	
660842	2103		Student Activities	$ 1,000	$ 434	$ 1,000	$ 767	$ 1,000	
			TOTAL	**$21,427**	**$20,299**	**$21,909**	**$20,463**	**$23,480**	

President	Rate	Weeks	Hours	Salary	Corp benefits %	Corp Admin 8%
Summer (June - Aug)	20	13	15	$ 3,900	$ 363	
Fall	20	19	20	$ 7,600	$ 167	
Spring	20	17	20	$ 6,800	$ 150	
			Total	**$ 18,300**	**$ 680**	**$ 1,518**

Dept. ID: 2107 Campus Activities Board (CAB)

Account #	Class Code	Account Description	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16803	Salaries - Pro Staff: Student Engagement Coordinator	$ 67,467	$ 87,973	$ 67,467	$ 68,289	$ 70,840	
613808	16803	Benefits - Pro Staff: Student Engagement Coordinator	$ 26,987	$ -	$ 26,987	$ 20,770	$ 26,211	
613808	16803	Salary - Grad Assistant	$ 14,850	$ -	$ -	$ -	$ -	
613808	16803	Benefits - GA 12%	$ 1,861	$ -	$ -	$ -	$ -	
613808	16804	Salaries - Student Assistants	$ 78,358	$ 54,119	$ 82,559	$ 75,737	$ 93,162	
613808	16804	Benefits - SA - Fall/Spring 4% & summer 12%	$ 4,831	$ -	$ 4,288	$ -	$ 2,885	
		Benefits - SA - summer 12%	$ -	$ -	$ -	$ -		
606001		Travel	$ -	$ -	$ -		$ 1,000	
660842		Student Activities	$ 15,000	$ 5,632	$ 9,000	$ 6,540	$ 9,000	
660842	10701	Novelty & Variety	$ 32,500	$ 13,800	$ 25,000	$ 25,000	$ 25,000	
660842	10704	Civic Engagement	$ 10,000	$ -	$ 5,000	$ 5,000	$ 12,500	
660842	10705	Programs	$ 10,000	$ 1,653	$ 7,500	$ 3,633	$ 7,500	
660842		Storage Container	$ 6,300	$ 410	$ -	$ -	$ -	
		Additional Accts totals		$ 7,793	$ -	$ -		
660842	10707	Cougar Pride & Traditions	$ 50,000	$ 16,411	$ 35,000	$ 35,000	$ 42,000	
660842	10711	Alternative Spring Break	$ 29,676	$ 23,347	$ 20,000	$ 17,095	$ 35,000	
		TOTAL	**$ 347,830**	**$ 211,137**	**$ 282,801**	**$257,064**	**$ 325,098**	

Breakdown of Funds allocated from Reserve

		CAB Storage Container	$ 6,300	$ -	**$ -**	**$ -**		
660842		Student Activities	$ 7,000	$ -	$ 8,500	$ -		
660842	10701	Novelty & Variety	$ 10,000	$ -	$ 8,000	$ 3,517		
660842	10704	Civic Engagement	$ 7,000	$ -	$ 5,000	$ 3,038		
660842	10705	Temecula Events & Programs	$ 7,500	$ -	$ 1,500	$ -		
660842	10707	Cougar Pride & Traditions	$ 30,000	$ -	$ 7,000	$ 2,036		
606001		Travel	$ -	$ -	$ 3,000	$ 319		
606001	10711	Alternative Spring Break	$ 14,176	$ 7,847	$ 10,000	$ 10,002		
		TOTAL	**$ 81,976**	**$ 7,847**	**$ 43,000**	**$ 18,912**		

Dept. ID: 2108 Media & Marketing

Account #	Class Code	Account Description	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 actuals
613808	16803	Salaries - Pro Staff: Media & Communications Coordinator	$ 67,467	$ 129,397	$ 67,467	$ 65,361	$ 66,560	
613808	16803	Benefits - Pro Staff: Media & Communications Coordinator	$ 26,987		$ 26,987	$ 24,926	$ 24,627	
613808	16804	Salaries - Student Assistants	$ 58,935	$ 51,510	$ 67,928	$ 59,950	$ 69,285	
613808	16804	Benefits - SA- Fall/Spring 4% &summer 12%	$ 2,634	$ -	$ 3,414	$ -	$ 2,186	
613808	16804	Benefits - SA - summer 12%	$ -	$ -	$ -	$ -		
613808	16803	Salaries - Multimedia Specialist	$ 27,300	$ -	$ 26,772	$ 12,863	$ 27,456	
613808	16803	Benefits - Multimedia Specialist	$ 10,920	$ -	$ 10,709	$ -	$ 10,159	
606001		Travel	$ -	$ 3,510	$ 8,000	$ 7,944	$ 8,500	
660842		Student Activities	$ 9,000	$ 5,542	$ 2,500	$ 975	$ 2,000	
660842	10801	Cougar Pride Swag	$ 7,000	$ 7,200	$ 7,000	$ 7,000	$ 7,000	
660842	10802	ASI Branded Operational Supplies	$ 5,000	$ 5,000	$ 5,000	$ 4,329	$ 5,000	
660842	10804	MCT Equipment	$ 7,000	$ 8,296	$ 7,000	$ 4,181	$ 6,750	
660842	10805	Outreach & Volunteer Programs	$ 500	$ 500	$ 500	$ 47	$ 750	
		Total	**$ 222,743**	**$ 210,955**	**$ 233,277**	**$ 187,574**	**$ 230,273**	**$ -**

Breakdown of Funds allocated from Reserves

660842	10801	Cougar Pride Swag	$ -	$ -	$ 10,000	$ 5,563		
		Total				**$ 5,563**		

Dept. ID: 2110 General Student Programs

Account #	Class Code	Account Description	22/23 Approved	22/23 Actuals	23/24 approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16803	Organization and Project Specialist	$ 50,000	$ 154,853	$ 50,000	$ 26,966	$ 50,000	
613808	16803	Organization and Project Specialist	$ 20,000	$ -	$ 20,000	$ 7,291	$ 18,500	
613808	16803	Salaries - Associate Executive Director	$ 95,000	$ -	$ 95,000	$ 95,594	$ 99,750	
610838	16803	Benefits - Associate Executive Director	$ 38,000	$ -	$ 38,000	$ 28,007	$ 36,908	
613808	16804	Salaries - Student Assistant	$ 34,365	$ 26,466	$ 31,373	$ 13,339	$ 34,365	
613808	16804	Benefits - SA includes Fall, winter, summer (4%+12%)	$ 991	$ -	$ 1,497	$ -	$ 991	
660842		Student Activities	$ 700		$ 700	$ 1,600	$ 700	
660842	11001	ASI Retreats	$ 20,400	$ 9,781	$ 20,400	$ 11,223	$ 20,000	
660842		Volunteer Support	$ 1,000	$ 3,374	$ 1,000	$ -	$ 1,000	
660842	10706	TLAN	$ 5,000	$ 5,287	$ 5,000	$ -	$ 5,000	
660858		LEAP	$ 1,240	$ 1,240	$ -	$ -	$ -	
660842		ASI 30 Year Planning	$ -	$ 1,902	$ -	$ -	$ -	
660842		Uniforms	$ 3,000	$ 791	$ 3,000	$ 4,752	$ 2,000	
660842	11007	Sustainability Projects Fund	$ 25,000	$ 10,175	$ 10,000	$ 11,786	$ 10,000	
660842	11008	USU Art	$ 2,000	$ -	$ 2,000	$ -	$ 1,500	
660835		Office Equip/Computers	$ 12,400	$ 41,463	$ 14,200	$ 14,200	$ 33,725	
660805		Basecamp charge	$ -	$ -	$ -	$ -	$ 1,615	
613001		Conference Room Wall	$ -	$ -	$ -	$ -	$ 15,000	
		TOTAL	**$ 309,096**	**$ 255,331**	**$ 292,170**	**$ 214,757**	**$ 314,439**	

Breakdown of Funds allocated from Reserves

660842	11007	Sustainability Projects Fur	$ 15,000		$ 3,000			
660842		Future Fee Campaign	$ -	$ -	$ 10,000	$ -		
660835		IITS charges associated with refresh	$ -	$ -	$ 7,425	$ 11,339		
		TOTAL	$ 15,000		$ 20,425	$ 11,339	$ -	$ -

Front Desk Students

	Rate	Weeks	Hours	Total	Corp Benefits %	Corp Admin 8%
Summer	$ 17.00	5	15	$ 1,275.00	$ 118.58	
Retreat/Training	$ 17.00	2	60	$ 2,040	$ 190	
Fall	$ 17.00	20	45	$ 15,300	$ 337	
Spring	$ 17.50	20	45	$ 15,750	$ 347	
			Total	**$ 34,365**	**$ 991**	**$ 2,829**

Dept. ID: 2111 Vice President of Finance & Operations

Account #	Class Code	Account Descriptions	22/23 Approved	22/23 actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16804	Salaries - SA	$ 17,385	$ 9,570	$ 15,555	$ 10,698	$ 17,385	
613808	16804	Benefits - SA 4%	$ 301	$ -	$ 887	$ -	$ 345	
613808	16804	Benefits - SA - Summer 12%	$ 345	$ -		$ -	$ 301	
606001		Travel	$ 1,000	$ -	$ 1,000	$ 593	$ 1,000	
660842	11103	Student Emergency Fund	$ 35,000	$ 111,650	$ -	$ -	$ 30,000	
660842	11104	ASI Leadership Fund	$ 25,000	$ 35,145	$ 35,000	$ 19,107	$ 35,000	
		TOTAL	**$79,031**	**$156,365**	**$52,442**	**$30,398**	**$84,031**	**$0**

Breakdown of Funds allocated from Re

660842	11103	Student Emergency Fund	$ 160,000	$ 76,650	$ 54,000	$ -	$ -	
660842	11104	ASI Leadership Funding	$ 30,000	$ 10,145	$ 10,000	$ -	$ -	
		TOTAL	**$ 190,000**	**$ 86,795**	**$ 64,000**	**$ -**	**$ -**	

Breakdown of Funds from fundraising/

660842	11103	Student Emergency Funds (Foundation Fund 96014 Project 86578)	$ -		$ 76,636	$ 73,372	$ 3,264	
		TOTAL	**$ -**		**$ 76,636**	**$ 73,372**	**$ 3,264**	**$ -**

TOTAL	**$269,031**	**$243,160**	**$193,078**	**$103,770**	**$87,295**

Executive Vice President	Rate	Weeks	Hours	Salary	Corp benefits %	Corp Admin 8%
Summer (June - Aug)	19	13	15	3705	344.565	
Fall	19	19	20	7220	158.84	
Spring	19	17	20	6460	142.12	
			Total	**$ 17,385**	**$ 646**	**$ 1,442**

Dept. ID: 2118 Vice President of Student and University Affairs (VPSUA)

Account #	Class Code	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16804	Salaries - SA	$ 17,385	$ 13,528	$ 15,555	$ 15,237	$ 17,385	
613808	16804	Benefits - SA 4%	$ 301	$ -	$ 490	$ -	$ 301	
613808	16804	Benefits - SA - Summer 12%	$ 345	$ -	$ 398	$ -	$ 345	
606001		Travel	$ 5,000	$ 5,028	$ 5,000	$ 7,620	$ 7,000	
660842		Student Activities	$ 3,000	$ 75	$ 2,500	$ 652	$ -	
660842	11801	Lobby Corp	$ 1,000	$ 887	$ 1,000	$ 348	$ 1,000	
		TOTAL	**$ 27,031**	**$ 19,518**	**$ 24,943**	**$ 23,857**	**$ 26,031**	**$ -**

Vice President of Student and University Affairs	**Rate**	**Weeks**	**Hours**	**Total**	**Corp Benefits**	**Corp Admin 8%**
Summer (June - Aug)	$ 19.00	13	15	$ 3,705	$ 345	
Fall	$ 19.00	19	20	$ 7,220	$ 159	
Spring	$ 19.00	17	20	$ 6,460	$ 142	
			Total	**$ 17,385**	**$ 646**	**$ 1,442**

Dept. ID: 2121 University Cost Recovery

Account #	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613814	University Indirect Cost Recovery	$ 42,998	$ 42,998	$ 44,288	$ 44,288	$ 45,617	
613814	Business & Financial Services MOU	$ 101,887	$ 101,887	$ 125,273	$ 125,273	$ 129,031	
	TOTAL	**$ 144,885**	**$ 144,885**	**$ 169,561**	**$ 169,561**	**$ 174,648**	**$ -**

Dept. ID: 2124 Chief and Chair

Account #	Class Code	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16804	Salaries - SA	$ 17,385	$ 10,480	$ 15,555	$ 12,663	$ 17,385	
613808	16804	Benefits - SA 4%	$ 788	$ -	$ 490	$ 225	$ 345	
613808	16804	Benefits - Summer - SA	$ 159	$ -	$ 398	$ -	$ 301	
606001		Travel	$ 1,000	$ 977	$ 1,000	$ 1,914	$ 2,000	
660842		Student Activitites	$ 1,000	$ 395	$ 1,000	$ 30	$ 1,000	
		TOTAL	**$20,331**	**$11,851**	**$18,443**	**$14,833**	**$21,031**	

Dept. ID: 2125 Cougar Pantry

Account #	Class Code	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
613808	16803	Salaries -Cougar Pantry Coordinator	$ 67,467	$ 84,282	$ 67,467	$ 68,184	$ 68,184	
613808	16803	Benefits -Cougar Pantry Coordinator	$ 26,987		$ 26,987	$ 24,454	$ 25,228	
613808	16803	Salaries -Cougar Pantry Specialist	$ -	$ -	$ -	$ -	$ 27,456	
613808	16803	Salaries -Cougar Pantry Specialist	$ -	$ -	$ -	$ -	$ 10,159	
613808	16804	Salaries -Student Assistants	$ 70,481	$ 52,913	$ 95,985	$ 89,755	$ 114,539	
613808	16804	Benefits - SA - Fall/Spring 4% & Summer 12%	$ 2,173		$ 5,063	$ 7,698	$ 2,886.92	
660842		Student Activities	$ 3,000	$ 8,763	$ 3,000	$ 6,459	$ 7,000	
660842	12502	Food	$ 21,490	$ 8,796	$ -		$ 20,776	
660842	12501	Operations	$ 10,000	$ 9,667	$ -		$ 10,000	
660842	12503	Programming	$ 5,000	$ 5,450	$ 5,000	$ 5,000	$ 18,000	
606001		Travel	$ 2,000	$ 970	$ 2,000	$ 2,477	$ 2,000	
619801	12504	Van	$ 8,500	$ 2,633	$ 6,510	$ 2,415	$ 4,000	
		TOTAL	**$ 217,098**	**$ 173,473**	**$ 212,012**	**$ 206,442**	**$ 310,228**	

Prior Year Grants (*Fund balances are reflected on the reserves and balances are carried forward to the current year budget.**)**								
660842	12506	SDFB Refrigerators	$ 150	$ -	$ -	$ -		
660842	12507	SB85 - Pantry Expansion	$ 52,900	$ 9,239	$ 12,219	$ 6,532	$ 5,687	
660842	12508	Giving Day (Foundation Project 86731)	$ 13,860	$ 15,793	$ 46,126	$ 6,902	$ 39,224	
660842	12510	AB 85 - Cal Fresh	$ 30,600	$ 2,786	$ 27,814	$ 1,857	$ 25,957	
	12511	AB-74	$ 29,935	$ 355	$ -	$ -	$ -	
660842	12513	San Diego Foundation Grant	$ 35,200	$ 23,320	$ 11,880	$ 12,121	$ (241)	
613808	12514	IRA	$ 19,000	$ 4,635	$ -	$ -	$ -	
660842	12515	Feeding San Diego (FSD-S23)	$ 6,000	$ 5,942	$ -	$ -	$ -	
		TOTAL	**$ 187,645**	**$ 62,069**	**$ 98,039**	**$ 27,411**	**$ 70,628**	**$ -**

Breakdown of Funds allocated from Reserves	

613808	16803	3 additional student assistants	$ -	$ -	$ 20,568	$ -		
660842	12502	Food	$ -	$ -	$ 35,000	$ 47,699		
660842	12501	Operations	$ -	$ -	$ 20,000	$ 8,363		
660842	12503	Programming	$ -	$ -	$ 30,000	$ 12,394		
619801	12504	Van	$ -	$ -	$ 12,821	$ -		
660842	12503	Hygiene supplies	$ -	$ -	$ 30,000	$ -		
660842	12503	Monthly Basic Needs Opportunities	$ -	$ -	$ 11,000	$ -		
		TOTAL	**$ -**	**$ -**	**$ 159,389**	**$ 68,456**	**$ -**	

TOTAL	**$ 404,743**	**$ 235,542**	**$ 469,440**	**$ 302,310**	**$ 380,857**	

Pantry Specialist - First Year (5)	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
Summer	$ 17.00	4	5	$ 340	$ 31.62	$ 29.73
Fall	$ 17.00	19	15	$ 4,845	$ 106.59	$ 396.13
Spring	$ 17.50	19	15	$ 4,988	$ 109.73	$ 407.78
			Total	**$ 10,173**	**$ 247.94**	**$ 833.63**
			Total for 5 specialist	**$ 50,863**	**$ 1,239.68**	**$ 4,168.17**

Pantry Specialist - (4)	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
Summer	$ 17.25	4	10	$ 690	$ 64.17	
Fall	$ 17.25	19	15	$ 4,916	$ 108.16	
Spring	$ 17.75	19	15	$ 5,059	$ 111.29	
			Total	**$ 10,665**	**$ 283.62**	**$ 875.89**
			Total for 4 specialist	**$ 42,660**	**$ 1,134.48**	**$ 3,503.56**

Pantry Specialist -	Rate	Weeks	Hours	Salary	Benefits %	Corp 8%
Summer	$ 17.75	4	10	$ 710	$ 66.03	
Fall	$ 17.75	19	15	$ 5,059	$ 111.29	
Spring	$ 18.00	19	15	$ 5,130	$ 112.86	
			Total	**$ 10,899**	**$ 290.18**	**$ 895.11**
			Total for 1 specialist	**$ 10,899**	**$ 290.18**	**$ 895.11**

Pantry Driver Specialist	Rate	Weeks	Hours	Salary	Benefits%	Corp 8%
fall	$ 17.50	19	15	$ 4,988	$ 109.73	$ 407.78
spring	$ 18.00	19	15	$ 5,130	$ 112.86	419.4288
			Total for 1 specialist	**$ 10,118**	**$ 222.59**	**$ 827.21**
			Grand Total	**$ 114,539**	**$ 2,886.92**	**$ 9,394.05**

Dept. ID: 2126 Festival 78

Account #	Class Code	Account Descriptions	22/23 Approved	22/23 Actuals	23/24 Approved	23/24 Actuals	24/25 Proposed	24/25 Actuals
660842	12601	Volunteers	$ 2,000	$ 3,156	$ 2,000	$ 1,527	$ 3,000	
660842	12602	Marketing	$ 10,000	$ 891	$ 7,000	$ 1,013	$ 2,000	
660842	12603	Promotions	$ 9,000	$ 2,928	$ 6,000	$ 5,285	$ 6,000	
660842	12604	Production	$ 80,000	$ 87,387	$ 80,000	$ 80,000	$ 90,000	
660842	12605	Artist/Hospitality	$ 123,014	$ 118,425	$ 100,000	$ 100,000	$ 140,000	
660842	12606	Activities/Entertainment	$ 10,000	$ 2,487	$ 10,000	$ 10,000	$ 12,000	
660842	12607	Décor	$ 7,000	$ 237	$ 3,000	$ 242	$ 500	
660842		Art	$ 1,000	$ -	$ 1,000	$ -	$ 600	
		Ticket sales	$ -	$ (12,589)	$ -	$ (22,322)	$ (13,000)	
		TOTAL	**$ 242,014**	**$ 202,921**	**$ 209,000**	**$ 175,745**	**$ 241,100**	

Breakdown of Funds allocated from Reserves								
		marketing	$ 5,000	$ -	$ -			
		promotions	$ 5,000	$ -	$ -			
		productions	$ 40,000	$ 7,387	$ 3,000	$ 24,157		
		artist/hospital	$ 53,514	$ -	$ 20,000	$ 22,092		
		activities	$ 5,000	$ -	$ -	$ 1,860		
		décor	$ 5,000	$ -	$ -			
		TOTAL	**$ 113,514**	**$ 7,387**	**$ 23,000**	**$ 48,109**	**$ -**	

TOTAL $ 355,528 $ 210,308 $ 232,000 $ 223,854 $ 241,100

Signature: Viridiana Diaz (Oct 1, 2024 15:38 PDT)

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