



**CSULA
UNIVERSITY
STUDENT UNION**

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'09 JUL 31 AM 11:04

DATE: July 29, 2009
 TO: IN TURN DISTRIBUTION
 FROM: JOSEPH M. AGUIRRE
 Executive Director
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 SUBJECT: UNIVERSITY-STUDENT UNION 2009-2010
 OPERATING BUDGET APPROVAL

2009 JUL 31 PM 2:41
 PRESIDENT'S OFFICE

CENTER FOR STUDENT INVOLVEMENT
323.343.5110

CROSS CULTURAL CENTERS
323.343.5001

GRAFFIX
323.343.2464

THE PIT
323.343.2520

UNION ADMINISTRATION
323.343.2450

UNION MEETING &
EVENT SERVICES
323.343.2465

XTREME FITNESS
323.343.7546

Attached is the University-Student Union's 2009-2010 Operating Budget for your approval. The revised budget has already been approved by the University-Student Union Board of Directors.

Please feel free to contact me if you have any questions.

DISTRIBUTION:

Mae H. Santos 7/31/09
 Mae Santos, Director
 University Budgets

George A. Pardon 7/31/09
 George A. Pardon, Vice President for
 Administration and CFO

Anthony R. Ross 7/31/09
 Dr. Anthony R. Ross, Vice President for
 Student Affairs

James M. Rosser 7-31-09
 Dr. James M. Rosser, President
 California State University, Los Angeles



DATE: July 22, 2009
 TO: USU Board of Directors
 FROM: Joseph M. Aguirre, Executive Director
 COPIES: N. Wada-McKee, File
 SUBJECT: Revised 2009-1010 Budget

CENTER FOR STUDENT INVOLVEMENT
 323.343.5110

CROSS CULTURAL CENTERS
 323.343.5001

GRAFFIN
 323.343.2464

THE PIT
 323.343.2529

UNION ADMINISTRATION
 323.343.2450

UNION BUILDING &
 FOOD SERVICES
 323.343.2447

WADIAH FIRENO
 323.343.2464

Attached is a copy of the 2009-2010 Revised Budget. It was requested by the Interim Executive Director of Cal State Los Angeles University Auxiliary Services (UAS) and supported by the campus CFO that we modify the UAS lease agreements to account for a percent of sales or \$1,000 minimum versus the GSA rate that we previously charged to UAS for food service space in the USU. This would replicate the other lease agreements on campus that are structured with a percentage of sales with a minimum payment clause.

At this time we are recommending a one-time modification to those revenue line items for Starbucks and SBARROS and will work with UAS and campus to develop new lease agreements that will serve longer than the year.

The modified agreements will be presented to the USU Board prior to signature. If you have any questions regarding this request, please contact me at X2469.

OPERATING EXPENDITURE BUDGET
 Fiscal Year 2009-2010
 CSLA, University-Student Union

Code	Description	Audited 2007-2008 Actuals	Original 2008-2009 Budget	2009-2010 Proposed Budget	\$ Change	% Change
	OPERATING EXPENSE					
	GENERAL EXPENSE					
660009	STAFF DEVELOPMENT	\$19,313	\$26,522	\$32,776	\$6,254	23.58%
660003	SUPPLIES AND SERVICES - GENERAL	\$24,586	\$54,852	\$60,139	\$5,287	9.64%
608005	SUBSCRIPTS/PUB	\$4,335	\$5,977	\$6,600	\$623	10.42%
660002	PRINTING	\$0	\$0	\$0	\$0	
660001	POSTAGE AND FREIGHT	\$1,059	\$10,440	\$10,440	\$0	0.00%
660051	BANK CHARGES	\$1,443	\$0	\$3,300	\$3,300	
660010	INSURANCE EXPENSE	\$26,630	\$31,437	\$38,102	\$6,665	21.20%
660052	PYROLL SERV - ADP	\$18,316	\$24,940	\$25,338	\$398	1.60%
660074	MEETING EXPENSE	\$10,893	\$53,250	\$3,450	(\$49,800)	-93.52%
613001	ACCOUNTING SERVICES	\$101,436	\$99,318	\$99,318	\$0	0.00%
613004	COLLECTION COST/CSULA	\$47,153	\$48,000	\$47,850	(\$150)	-0.31%
660051	GENERAL EXPENSE	\$90	\$0	\$0	\$0	
660073	RECRUITMENT COSTS	\$931	\$2,400	\$2,400	\$0	0.00%
613002	AUDIT/LEGAL	\$31,157	\$30,350	\$36,660	\$6,310	20.79%
607009	EQUIPMNT - PURCHASE EXPS	\$68,666	\$53,140	\$68,622	\$15,482	29.13%
660021	EQUIPMNT - REPR/MAINTEN	\$19,900	\$23,368	\$39,083	\$15,715	67.25%
667010	EQUIPMNT - RENT/LEASE	\$41,807	\$32,146	\$42,228	\$10,082	31.36%
606001	TRAVEL-IN STATE	\$33,186	\$43,394	\$45,290	\$1,896	4.37%
604001	TELEPHONE USAGE	\$12,501	\$15,300	\$16,740	\$1,440	9.41%
605001	ELECTRICITY	\$12,802	\$108,360	\$74,243	(\$34,117)	-31.48%
605002	GAS	\$0	\$3,912	\$1,730	(\$2,182)	-55.77%
605004	WATER	\$0	\$24,706	\$26,759	\$2,053	8.31%
660075	BLDG SUPPLIES AND SERVICES	\$4,154	\$14,500	\$14,500	\$0	0.00%
660076	CUSTODIAL SUPPLIES	\$2,833	\$21,900	\$20,600	(\$1,300)	-5.94%
660021	BLDG REPAIR & MAINTEN	\$0	\$10,000	\$10,000	\$0	0.00%
660072	BLDG TRASH REMOVAL	\$0	\$11,400	\$3,446	(\$7,954)	-69.77%
3006	CONTRACTUAL SERVICES	\$0	\$29,110	\$45,240	\$16,130	55.41%
	TOTAL GENERAL EXPENSE	\$482,989	\$778,722	\$774,854	(\$3,868)	-0.50%
	PROGRAM EXPENSE					
660071	BRD MEETING EXPS	\$1,001	\$9,690	\$9,640	(\$50)	-0.52%
660017	PRGRM EXPS - PROM & PUBL	\$44,725	\$59,368	\$54,795	(\$4,573)	-7.70%
660077	PROGRAM - MISC EVTS	\$215,197	\$231,060	\$237,725	\$6,665	2.88%
660082	PROGRAM - LEADERSHIP	\$30,875	\$35,322	\$57,517	\$22,195	62.84%
	TOTAL PROGRAM EXPENSE	\$291,799	\$335,440	\$359,677	\$24,237	7.23%
	PERSONNEL					
601000	SALARIES - STAFF	\$985,253	\$1,579,410	\$1,649,119	\$69,710	4.41%
	SALARY RESERVE		\$24,272	\$37,007	\$12,735	52.47%
	TOTAL FULL - TIME	\$985,253	\$1,603,682	\$1,686,126	\$82,445	5.14%
601303	SALARIES - STUDENT	\$269,956	\$962,705	\$1,067,074	\$104,369	10.84%
	TOTAL PART - TIME	\$269,956	\$962,705	\$1,067,074	\$104,369	10.84%
603000	BENEFITS - OTHERS	\$413,268	\$693,553	\$704,276	\$10,723	1.55%
	TOTAL SALARIES/WAGE/BENEFITS	\$1,668,477	\$3,259,940	\$3,457,476	\$197,536	6.06%
	TOTAL EXPENDITURES	\$2,443,265	\$4,374,102	\$4,592,007	\$217,905	4.98%
		\$952,865	\$14,810	-\$27,836		

OPERATING REVENUE BUDGET
Fiscal Year 2009-2010
CSLA, University-Student Union

Code	Description	Audited 2007-2008 Actuals	Original 2008-2009 Budget	2009-2010 Proposed Budget	\$ Change	% Change
	CHARGEBACKS					
504020	CHARGEBACKS	\$315,238	\$734,238	\$828,238	\$94,000	12.80%
504021	CHRG BACK - UTILITIES	\$10,031	\$36,959	\$43,826	\$6,867	18.58%
	TOTAL CHARGEBACKS	\$325,269	\$771,197	\$872,064	\$100,867	13.08%
	LEASE INCOME					
504030	LI - ALUMNI ASSOCIATION		\$ 23,734	23596	(\$138)	-0.58%
504031	LI - SBARRO		\$ 29,765	12000	(\$17,765)	-59.68%
504032	LI - CAFE		\$ 12,420	12000	(\$420)	-3.38%
504033	LI - ASI SERVICE CENTER		\$ 12,470	18792	\$6,322	50.69%
504034	LI - IA CALLING CENTER		\$ 5,386	8100	\$2,714	50.40%
504035	LI - WELLS FARGO		\$ 11,815	23328	\$11,513	97.44%
504036	LI - BANK OF AMERICA		\$ -	0	\$0	
504037	LI - CAMPUS LINK		\$ 1,000	0	(\$1,000)	-100.00%
	TOTAL LEASE INCOME	\$0	\$96,590	\$97,816	\$1,226	1.27%
	USER FEES					
504040	RSRV - MEETING ROOMS	\$0	\$66,630	\$66,630	\$0	0.00%
504041	RSRV - EQUIP RENTAL	\$920	\$3,600	\$2,400	(\$1,200)	-33.33%
504042	RSRV - EXT BUILD HRS	\$0	\$4,800	\$2,000	(\$2,800)	-58.33%
504043	RSRV - PERSNL/SETUP	\$825	\$2,624	\$1,800	(\$824)	-31.40%
504044	RSRV - CLEANING FEE			\$ 1,475	\$1,475	
	TOTAL USER FEES	\$1,745	\$77,654	\$74,305	(\$3,349)	-4.31%
	OTHER REVENUE					
	GAIN/LOSS ON SALE OF F/A	\$0	\$0	\$0	\$0	
504050	COMMISSIONS-OTHER	\$1,886	\$0	\$0	\$0	
508002	INTEREST FROM BANKS	\$124,138	\$69,875	\$60,000	(\$9,875)	-14.13%
3006	CASH OVER/SHORT	(\$5)	\$0	\$0	\$0	
50090	MISCELLANEOUS INCOME	\$143,096	\$73,596	\$59,986	(\$13,610)	-18.49%
	LATE FEE	\$0	\$0	\$0	\$0	
	TOTAL OTHER REVENUE	\$269,115	\$143,471	\$119,986	(\$23,485)	-16.37%
	SUPPORT					
504008	STUDENT FEES	\$2,800,000	\$3,300,000	\$3,400,000	\$100,000	3.03%
	TOTAL SUPPORT	\$2,800,000	\$3,300,000	\$3,400,000	\$100,000	3.03%
	TOTAL OPERATING REVENUE	\$3,396,130	\$4,388,912	\$4,564,172	\$175,259	3.99%