



# Associated Students, Inc.

California State University, Dominguez Hills

## 2022-2023 Budget Timeline

(Tentative Schedule/Subject to Change)

Semester Begins	Wednesday, January 18 <sup>th</sup>
Finance Meeting <ul style="list-style-type: none"><li>- Review of Budget Timeline</li><li>- Q2 Financial Reports (ASI/CDC)</li></ul>	Friday, January 20 <sup>th</sup>
Orgs Commission <ul style="list-style-type: none"><li>- Review of Revenue Sharing Process</li><li>- Memo forwarded to Orgs</li></ul>	Friday, January 27 <sup>th</sup>
Finance Meeting <ul style="list-style-type: none"><li>- Review of Admin Budget</li></ul>	Friday, February 3 <sup>rd</sup>
Budget Orientation for Child Development Center	Tuesday, February 7 <sup>th</sup>
Budget Orientation for Referendum Entities	Wednesday, February 8 <sup>th</sup>
Finance Meeting <ul style="list-style-type: none"><li>- Review of Referendum Budget Proposals</li><li>- Revenue Sharing Sign-up Deadline</li></ul>	Friday, February 17 <sup>th</sup> (by 5PM)
Finance Meeting <ul style="list-style-type: none"><li>- Determine Revenue Sharing amount</li></ul>	Friday, March 3 <sup>rd</sup>
Finance Meeting <ul style="list-style-type: none"><li>- <b>Budget Approval</b></li><li>- Budget forwarded to BOD</li></ul>	Friday, March 17 <sup>th</sup>
ASI Elections <b>* Voting Week*</b>	March 21 <sup>st</sup> to March 24 <sup>th</sup>
Spring Break	March 26 <sup>th</sup> to April 1 <sup>st</sup>
Budget Review by BOD and Campus Posting	April 14 <sup>th</sup> to April 28 <sup>th</sup>
BOD Meeting <ul style="list-style-type: none"><li>- <b>Budget Approval</b></li></ul>	Friday, April 28 <sup>th</sup>
Budget Forwarded to: <ul style="list-style-type: none"><li>- Vice President of Student Affairs</li><li>- Vice President of Admin &amp; Finance</li><li>- University President</li></ul>	Friday, May 5 <sup>th</sup>
President's Approval	By June 30, 2023
Notify Student Clubs/Orgs Revenue Sharing Results after University President's Approval of Budget.	After June 30, 2023

01/20/2023

# Financial Reports

Quarter 2



Donisha Quiller  
Finance and Accounting Manager  
ASSOCIATED STUDENTS, INC.

## **Discussion**

The objective of this report is to give a snapshot view of the ASI finances at the end of the second quarter for the fiscal year 2022-23. This report sheds light on the variance between expected and actual amounts for each line item/area and helps us plan our income and expenses for the remainder of the fiscal year accordingly. Additionally, it gives us the net position of the ASI referendum entities to prevent over-spending in these areas. This second quarter covers the period beginning July 1, 2022 and ending December 31, 2022.

## **Revenues**

The ASI revenues arise primarily from student fees (one hundred percent) with residuals coming from investment income and other operating revenues (highly minimal at the moment). The downward enrollment forecasted by the University administration will reduce additional revenues and may hinder the corporation's objectives and goals. We hope to be able to mitigate this forecast once we receive the mid-year adjustments, typically early Spring semester. The need to identify a new revenue stream remains a long-term goal of ASI to grow and develop the organization. Do not fret, we have secured the addition of the Consumer Price Index (CPI) to our student fees, as well as a flat rate towards Athletics scholarships. These adjustments shall assist the corporation in continuing our service to our students and community.

## **Expenditures**

### **Salaries and Benefits**

At the end of Quarter 2, the salaries and benefits expenses for professional and student staff constitute about forty-eight (48) percent of the total revenues. Such a trend is to be expected at this time of the fiscal year.

### **Operational and Programming Expenses**

The operational and programming expenses constitute about twenty-seven (27) percent of the total expenditure. This section features areas where expenses can be easily miscoded and placed under the wrong line item. The report helps us identify these areas, and your accounting team does their due diligence to catch and correct such errors.

## **Child Development Center**

### **Revenues**

Quarter 2 shows that our revenue model is highly dependent on the state, federal and local grants which are based on a reimbursement basis. Therefore, ASI tends to frontload most of the center's expenses and the reimbursements will be deposited into the appropriate revenue accounts once the invoices and reports have been submitted.

The organization has opened the Toddler Center for children aged 18 months to 2 years old. A lot of work and renovations have been completed at the center to ensure a safe and nurturing environment for our new families. We've applied for a State Grant to cover these renovations, but have not yet received notice of whether or not we are a recipient.

### **Salaries and Benefits**

At the end of Quarter 2, the salaries and benefits expenses for professional and student staff constitute about forty-one (41) percent of the total revenues collected thus far. Such a trend is to be expected as childcare centers tend to run about 70 to 80 percent of their budget in staffing.

### **Center Projects**

During Quarter 2, the center has finalized licensing and accreditation for the Toddler Center. A few additional renovations are underway, but the center is officially opened. Enrollment is up and the waitlist is healthy. All due to the efforts of our Center Director, Candace Manansala, and our team.

# Income Statement - Quarter 2

**Associated Students, Inc.**

**Time Period: July - Dec 2022**

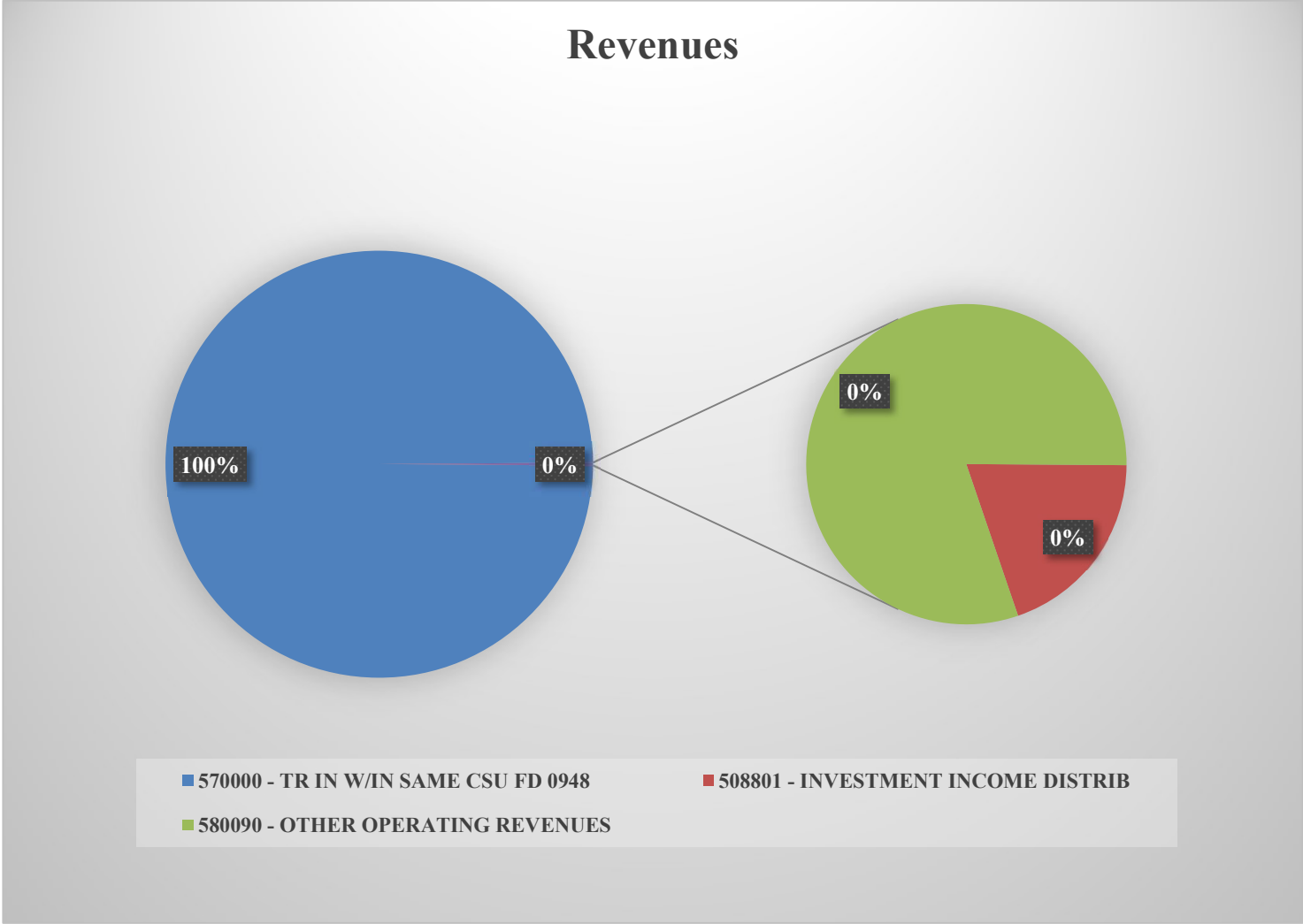
Financial Statement in U.S. Dollars

Revenues	Budget	Actuals	
570000 - TR IN W/IN SAME CSU FD 0948	\$ 1,415,774.00	\$ 1,415,774.00	100.00%
508801 - INVESTMENT INCOME DISTRIB	\$ 55,000.00	\$ 581.47	
580090 - OTHER OPERATING REVENUES	\$ -	\$ 2,377.68	
<b>Net Revenues</b>		<b>\$ 1,418,733.15</b>	

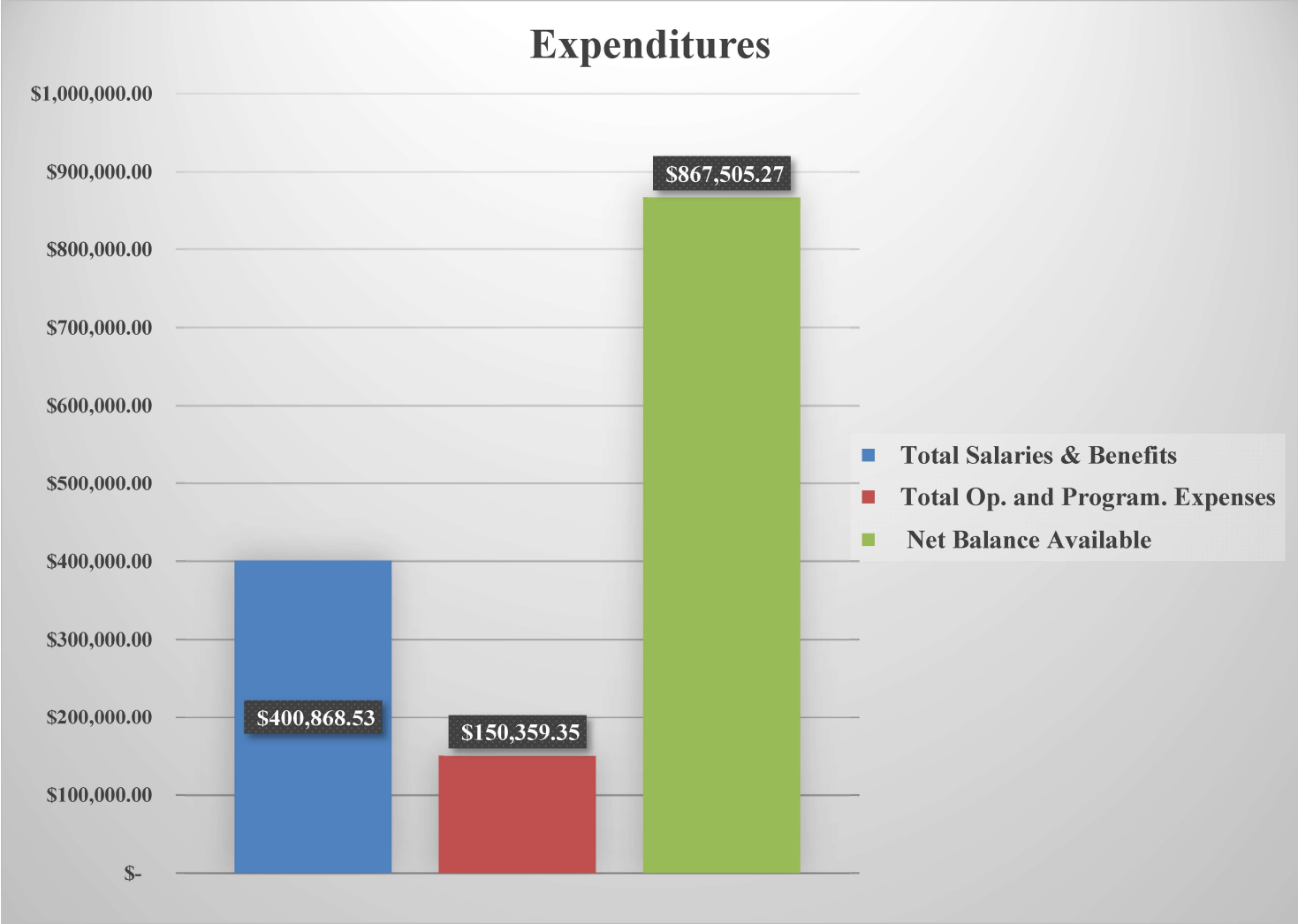
Salaries and Wages	Budget	Actuals	
<b>Salaries</b>			
601300 - ADMINISTRATIVE	\$ 467,912.00	\$ 217,532.47	46.49%
601303 - STUDENT ASSISTANTS	\$ 176,250.00	\$ 92,235.38	52.33%
<b>Total Salaries</b>		<b>\$ 309,767.85</b>	<b>48.09%</b>
<b>Benefits</b>			
603001 - OASDI	\$ 48,883.00	\$ 24,144.05	49.39%
603004 - HEALTH AND WELFARE	\$ 190,864.00	\$ 68,056.32	35.66%
603005 - RETIREMENT	\$ 27,764.00	\$ 10,285.80	37.05%
603007 - WORKERS COMPENSATION	\$ 7,628.00	\$ -	0.00%
603010 - UNEMPLOYMENT COMP	\$ 639.00	\$ -	0.00%
603090 - BENEFITS-OTHER	\$ -	\$ (11,385.49)	
<b>Total Benefits</b>		<b>\$ 91,100.68</b>	<b>33.03%</b>
<b>Total Salaries &amp; Benefits</b>		<b>\$ 400,868.53</b>	
<b>Gross Balance Available</b>		<b>\$ 1,017,864.62</b>	

Expenses	Budget	Actuals	
604001 - TELEPHONE USAGE	\$ 3,500.00	\$ 1,490.00	42.57%
605001 - UTILITIES-ELECTRIC	\$ 7,560.00	\$ -	0.00%
606001 - TRAVEL-IN STATE	\$ 20,865.00	\$ 8,919.55	42.75%
613001 - CONTRACTUAL SERVICES	\$ 3,890.00	\$ 121.70	3.13%
613802 - ADMINISTRATIVE SERVICES	\$ 167,036.00	\$ 26,000.00	15.57%
613803 - ASI-AUDIT	\$ 23,000.00	\$ 7,825.00	34.02%
616002 - INFO TECH HARDWARE	\$ 5,000.00	\$ 27.54	
616003 - INFO TECH SOFTWARE	\$ 3,500.00	\$ 1,356.03	38.74%
619001 - OTHER EQUIPMENT	\$ 1,000.00	\$ 11.01	
660001 - POSTAGE & FREIGHT	\$ 300.00	\$ 85.87	
660002 - PRINTING	\$ 4,500.00	\$ 816.80	18.15%
660003 - SUPPLIES AND SERVICES	\$ 6,550.00	\$ 4,771.00	72.63%
660009 - PROFESSIONAL DEVELOPMENT	\$ 4,350.00	\$ 734.82	16.89%
660010 - INSURANCE PREMIUMS EXPENSE	\$ 16,300.00	\$ 19,752.00	121.18%
660019 - LITIGATION COSTS	\$ 5,000.00	\$ 4,931.40	98.63%
660090 - EXPENSES-OTHER	\$ 1,000.00	\$ 421.02	42.10%
660801 - DUES & MEMBERSHIPS	\$ 7,763.00	\$ 2,429.27	31.29%
660803 - ASI-CLEANING AND JANITORIAL	\$ 12,220.00	\$ -	0.00%
660804 - ASI-MAINTENANCE CONTRACT	\$ 1,000.00	\$ -	0.00%
660805 - ASI-STUDENT ELECTIONS	\$ 8,750.00	\$ -	0.00%
660806 - ASI-FEES/SERVICE CHARGE	\$ 1,160.00	\$ 1,988.13	171.39%
660807 - ASI-STIPENDS	\$ 68,500.00	\$ 27,650.00	40.36%
660809 - ASI-CONFERENCE	\$ 8,740.00	\$ 7,044.11	80.60%
660810 - ASI-SCHOLARSHIPS	\$ 38,750.00	\$ 3,364.69	8.68%
660811 - ASI-SPECIAL EVENTS	\$ 112,000.00	\$ 25,298.37	22.59%
660816 - ASI-PUBLIC RELATIONS	\$ 16,600.00	\$ 5,334.83	
660834 - FACILITIES SVCS C/B	\$ 1,000.00	\$ -	0.00%
660950 - UNALLOCATED-BUDGET \$\$ ONLY	\$ 1,000.00	\$ -	0.00%
<b>Total Op. and Program. Expenses</b>		<b>27.30%</b>	<b>\$ 150,359.35</b>
<b>Net Balance Available</b>		<b>61.15%</b>	<b>\$ 867,505.27</b>

# Income Statement Charts - Quarter 2



# Income Statement Charts - Quarter 2



# Income Statement - Quarter 2

**Child Development Center**  
**By Associated Students, Inc.**  
**Time Period: July - Dec 2022**

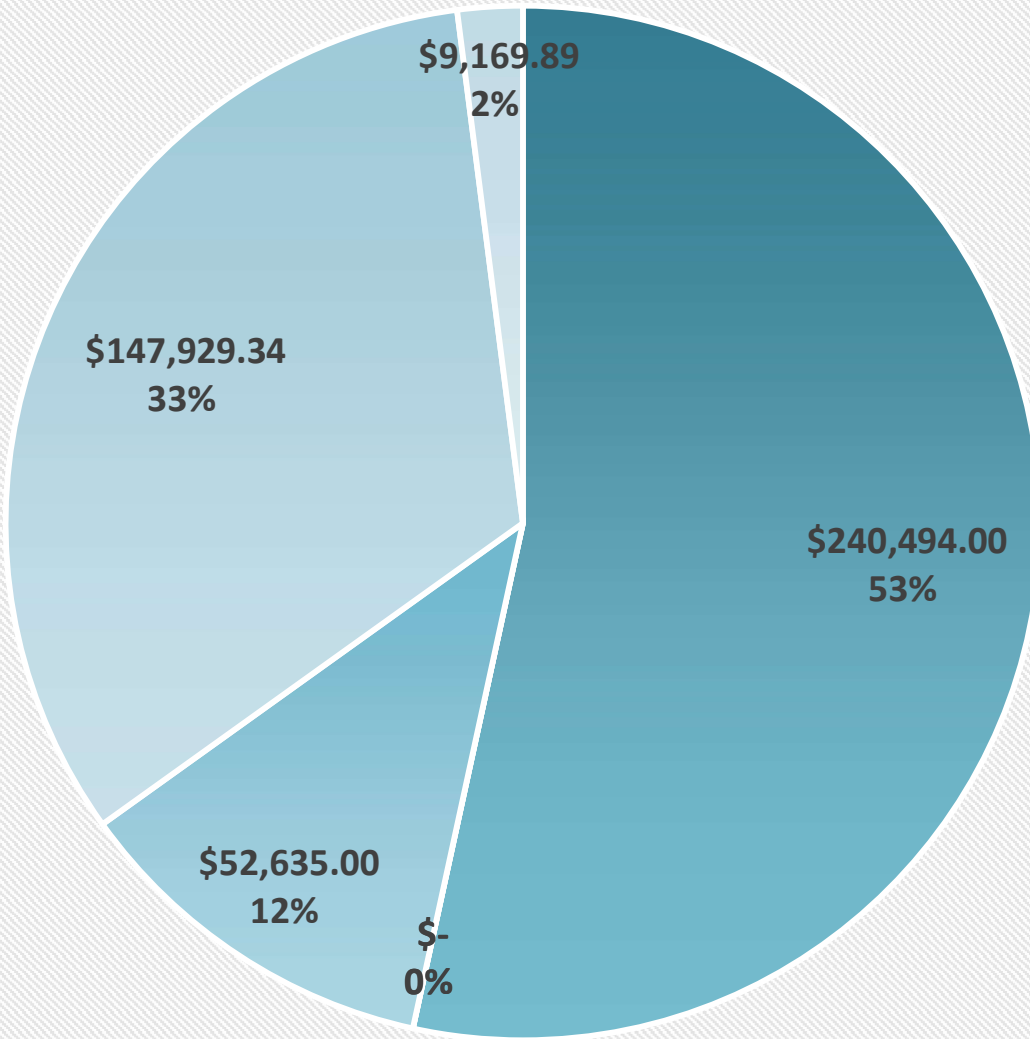
Financial Statement in U.S. Dollars

Revenues	Budget	Actuals	
570000 - ASI ALLOCATION	\$ 240,494.00	\$ 240,494.00	100.00%
580090 - OTHER OPERATING REVENUES	\$ 63,360.00	\$ -	0.00%
501801 - PARENT FEES-CERT	\$ 20,000.00	\$ -	0.00%
501802 - PARENT FEES NON CERT	\$ 106,015.00	\$ 52,635.00	49.65%
503290 - STATE CONTRACTS/GRANTS	\$ 396,412.00	\$ 147,929.34	37.32%
580810 - CDC NUTRITION PROG	\$ 50,000.00	\$ 9,169.89	18.34%
<b>Net Revenues</b>		<b>\$ 450,228.23</b>	

Salaries and Wages	Budget	Actuals	
<b>Salaries</b>			
601300 - SUPPORT STAFF SAL	\$ 197,311.00	\$ 71,791.64	36.39%
601303 - STUDENT ASST SAL	\$ 63,360.00	\$ 13,238.54	20.89%
601862 - CDC CERT SAL	\$ 240,872.00	\$ 128,025.18	53.15%
<b>Total Salaries</b>		<b>\$ 213,055.36</b>	
<b>Benefits</b>			
603001 - OASDI	\$ 33,521.00	\$ 16,288.43	48.59%
603004 - HEALTH AND WELFARE	\$ 176,488.00	\$ 70,756.70	40.09%
603005 - RETIREMENT	\$ 26,291.00	\$ 3,533.63	13.44%
603007 - WORKERS COMPENSATION	\$ 2,629.00	\$ -	0.00%
603010 - UNEMPLOYMENT COMP	\$ 438.00	\$ -	0.00%
603090 - BENEFITS-OTHER	\$ 5,291.00	\$ 890.98	16.84%
<b>Total Benefits</b>		<b>\$ 91,469.74</b>	<b>37.39%</b>
<b>Total Salaries &amp; Benefits</b>		<b>\$ 304,525.10</b>	
<b>Gross Balance Available</b>		<b>\$ 145,703.13</b>	

Expenses	Budget	Actuals	
604001 - TELEPHONE USAGE	\$ 4,000.00	\$ 1,120.00	28.0%
605001 - UTILITIES-ELECTRIC	\$ 6,200.00	\$ 3,443.18	55.5%
613001 - CONTRACTUAL SERVICES	\$ 2,400.00	\$ 200.00	8.3%
613802 - ADMINISTRATIVE SERVICES	\$ 1,000.00	\$ -	0.0%
613803 - ASI-AUDIT	\$ 2,500.00	\$ 2,000.00	80.0%
616002 - INFO TECH HARDWARE	\$ 2,000.00	\$ 1,064.79	53.2%
616003 - INFO TECH SOFTWARE	\$ 1,000.00	\$ 959.85	96.0%
619001 - OTHER EQUIPMENT	\$ 2,000.00	\$ -	0.0%
660001 - POSTAGE & FREIGHT-	\$ 100.00	\$ 11.34	11.3%
660002 - PRINTING	\$ 6,000.00	\$ 1,213.45	20.2%
660003 - SUPPLIES AND SERVICES	\$ 8,000.00	\$ 4,583.32	57.3%
660009 - PROFESSIONAL DEVELOPMENT	\$ 5,000.00	\$ 607.60	12.2%
660061 - REP & MAINT - BLDG MAINT	\$ -	\$ 543.89	
660090 - EXPENSES-OTHER	\$ -	\$ 763.00	
660801 - DUES & MEMBERSHIPS	\$ 2,880.00	\$ 407.00	14.1%
660803 - ASI-CLEANING AND JANITORIAL	\$ 6,000.00	\$ -	0.0%
660806 - ASI-FEES/SERVICE CHARGE	\$ 1,000.00	\$ -	0.0%
660811 - ASI-SPECIAL EVENTS	\$ 7,000.00	\$ 1,152.72	16.5%
660812 - CDC-FOOD PROGRAM-OTHER	\$ 10,000.00	\$ 689.25	6.9%
660813 - CDC-FOOD PROGRAM-FOOD	\$ 35,500.00	\$ 6,504.00	18.3%
660814 - CDC-PERMITS	\$ 1,500.00	\$ 25.00	1.7%
660815 - INSTRUCTIONAL SUPPLIES	\$ 20,000.00	\$ 4,176.71	20.9%
660834 - PLANT OPS SVCS C/B	\$ 6,000.00	\$ 6,975.19	116.3%
660839 - UNIVERSITY PRINTING SVCS C/B	\$ -	\$ 130.87	
<b>Total Op. and Program. Expenses</b>		<b>\$ 118,571.16</b>	
<b>Net Balance Available</b>		<b>\$ 27,131.97</b>	

# Revenues



- 570000 - ASI ALLOCATION
- 580090 - OTHER OPERATING REVENUES
- 501801 - PARENT FEES-CERT
- 501802 - PARENT FEES NON CERT
- 503290 - STATE CONTRACTS/GRANTS
- 580810 - CDC NUTRITION PROG

# Expenses

