

Board and Committee Members,

As we continue the process of finalizing the current 2022-23 estimated expenditures and proposing the Associated Students' budget for the 2023-24 fiscal year, we still find ourselves continuing to chase an ever-changing student enrollment figure from which to build the budgets. We have currently settled on what we hope are very conservative numbers of 13,200 annualized enrollment for the current year and 12,000 for 2023-24 from which to build the budgets.

We certainly are aware that if declining enrollment predictions hold, we might need to significantly alter or adjust the future budgets throughout our programs and operations. Even with a proposed 7% CPI applied to fees, we are still looking at a substantial decrease in fee revenue. We are fortunately in an enviable position to currently have healthy reserves to initially support this extraordinary predicted decline. However, maintaining the current level of operations coupled with a substantially reduced enrollment will quickly deplete our reserves.

What is presented to you is our best estimate given what we know at this time. Following are some significant highlights for 2023-24.

- There is a general increase in overall costs to provide services due to national inflation.
- We are keeping essential multi-year master plan capital projects that have been approved by ASFC. As a component of the capital projects plans, we are making a commitment to building upgrades and long-term maintenance.
- Student Union Student labor has been reduced by 10%.
- Travel has been removed from the budget.
- Contributions to contract programs have been reduced by 25%.
- The Adventure Outings program will sunset July 2023 in order to right size the Student Union budget due to declined enrollment.

Over the next few weeks leading to the approval meetings, please feel free to reach out with any questions or concerns you may have as we move this annual process forward.

As always, we stand at the ready.

A S S O C I A T E D
S T U D E N T S

STUDENT UNION FUND

**APPROVED FOR THE YEAR ENDING
JUNE 30, 2024**

STUDENT UNION FEE FUND OVERVIEW

Executive Summary

2022-23 Estimated Results and 2023-24 Proposed Budget

INCOME

2022-23 Estimated Results: Total income to the Student Union Fee Fund is estimated to be \$1,847,489 less than the approved 22-23 Original Budget. While many income categories exceed those of the Original Budget, the Return of Surplus Funds – Fees is under by \$1,972,661. This return is from the Revenue Fund held by the University that are available to be returned to operate the Wildcat Recreation Center (WREC) and Bell Memorial Union. As the Student Union examines its expenses for the midpoint of the Fiscal Year, it budgets only what is required to meet expected budgeted expenses.

2023-24 Proposed Budget: Based on a conservative estimated enrollment of 12,000, combined with a \$64 CPI increase to the Student Union Fee to \$974 per enrolled student, total fee return of surplus is projected to be \$493,377 higher than the 2022-23 Estimated Results. Rental Income is down due the planned removal of the four ATM machines at the BMU. Those contracts end June 2023 and the banks have chosen not to renew based on declining usage as a result of increased use of electronic payments.

EXPENSES

Wages and Benefits

These expenses include wages and benefits for both student and career employees.

- 2022-23 Estimated Results: These expense categories are down 25% from Original Budget due to conservative budgeting and numerous open positions in Sustainability, WREC, Adventure Outings and Custodial.
- 2023-24 Proposed Budget: Wages and Benefits increase just over two percent from 22-23 Estimated Results totals but still below 22-23 Original Budget.
- Many vacancies have recently been filled at the WREC and in Sustainability. Meanwhile, the Union reduced a career position after an employee retired this year. Student wages have been reduced by 10% and the Adventure Outings program will sunset in 23-24.

Corporate Services

All areas of the corporation are assessed for the operations and support provided to their respective areas by the Financial Services, Administration and HR, and Information Technology Offices.

- 2022-23 Estimated Results: Significant adjustments within the Corporate Services areas (Financial Services, Administration/HR, and Information Technology) show a net decrease of \$226,903 over the Original Budget. (Refer to Corporate Services section of the budget packet for a detailed analysis.)

- 2023-24 Proposed Budget: Modest increases in Corporate Services areas are primarily the result of anticipated increase for career salaries, increased costs of benefits and modest operational costs. (Refer to Corporate Services section of the budget packet for a detailed analysis.)

SU Operational Costs

Operational Costs for the Student Union include, but are not limited to, expense categories such as Utilities, Supplies, Repairs & Maintenance, Depreciation, and Insurance.

- 2022-23 Estimated Results: Operational Costs are up only slightly from the 22-23 Original Budget. The largest increase coming in Repairs & Maintenance due on-going and anticipated non-capital building projects.
- 2023-24 Proposed Budget: Operational Costs will rise by 9% over 22-23 Estimated Results. This is largely a result of a \$300,000 increase in estimated Depreciation from the planned HVAC and Auditorium projects.

Programming

This section represents the programming dollars that Student Union areas utilize to run on-going and special events in the areas of the WREC, BMU, Sustainability, Art Gallery, and Wellness Center. It also represents the AS funding of CSUC Contract Programs (Information regarding Contract Programs can be found in the Activity Fee Fund Overview section)

- 2022-23 Estimated Results: Programming expense is up slightly from 22-23 Original Budget. More sustainability programming dollars were available in 22-23 due to less wages from a vacancy.
- 2023-24 Proposed Budget: Programming decreases 28% in 23-24 Proposed Budget due mainly to a reduction in Sustainability Program funding as that full-time position has been filled. In 23-24, with the Sustainability position occupied, programming returns to normal levels.

Small Equipment

This expense represents non-capitalized equipment purchased. Items expensed in this category may not exceed \$5,000 for a single unit.

- 2022-23 Estimated Results: Small Equipment costs are down 2% from 22-23 Original Budget.
- 2023-24 Proposed Budget: This category is up 80% from 22-23 Estimated Results. This change is a result of a desire to expense, and not depreciate, certain purchases with units under \$5,000. Planned purchases include, but are not limited to, replacing all Conference Services tables, meeting room projector replacements, security camera replacements, new portable AV equipment, etc.

**AS STUDENT UNION FUND - LOCAL TOTAL
ASSOCIATED STUDENTS, CSU, CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Return of Surplus Funds - Fees	5,030,006	9,636,692	7,664,031	8,157,408
Rent Income	137,639	162,500	182,620	97,500
Programming Receipts	75,284	70,000	55,712	17,500
Reimbursements: AS Areas	235,357	288,081	236,194	240,598
WREC Membership Fees, Equip Rent & Other Sales	57,350	55,050	84,470	77,000
Interest Income	35,462	19,000	216,000	230,000
Other	56,475	66,466	11,343	5,500
Transfer from Dining & Wildcat Store (Space Reimb)	564,773	564,773	564,703	558,432
Total Income	6,192,346	10,862,562	9,015,073	9,383,938
OPERATING EXPENSES				
Salaries & Wages - Career	1,980,565	2,843,626	2,104,817	2,198,181
Salaries & Wages - Student/Part-time	1,031,798	1,754,171	1,527,802	1,390,206
Employee Benefits	726,568	1,547,171	1,008,310	1,160,166
Scholarships	14,160	15,996	15,996	13,386
Professional Services & Campus IT	279,686	299,981	253,908	252,841
Corporate Services Reimb:				
Administration & Human Resources	466,434	617,064	494,849	525,853
GAC & Election Council	7,793	7,986	8,177	8,204
Financial Services	370,507	417,913	351,078	377,643
Information Technology	232,150	280,361	242,317	248,784
Utilities	597,488	725,500	720,000	771,000
Postage	213	1,075	475	425
Communications	51,017	54,035	54,865	50,885
Supplies	167,743	263,800	219,800	229,900
Professional Development & Dues	33,458	85,965	52,800	13,350
Repairs & Maintenance	337,046	504,100	656,800	536,000
Depreciation	407,633	448,859	406,143	690,712
Advertising	27,067	39,600	35,250	30,850
Insurance	122,434	136,317	205,157	220,973
Rent	7,850	0	0	0
Office Supplies & Printing	10,410	17,195	11,645	11,095
Programming:				
Wellness Center	4,065	10,000	50,000	10,000
Art Gallery	989	2,500	1,800	2,500
Sustainability Programs	18,276	44,034	142,904	62,034
Cross Cultural Center & STAR Center	85,000	85,000	68,800	63,750
WREC	39,353	48,100	42,465	20,000
Other Programming	114,217	253,050	141,550	162,550
Small Equipment	121,331	171,700	168,000	302,500
Bank & Credit Card Fees	7,579	15,000	13,100	11,100
Other Operating Expenses	20,574	22,650	16,265	19,050
Other Exp-PR Health & CalPERS	343,163	0	0	0
Total Operating Expenses	7,626,567	10,712,749	9,015,073	9,383,938
Increase (Decrease) in Net Assets	(1,434,221)	149,813	(0)	(0)

Associated Students, CSU, Chico
Student Union Funds Held by CSU, Chico
For the Years Ending June 30

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
Receipts				
Student Union Fees	12,363,863	12,101,573	11,832,876	11,514,006
Return of Surplus Funds	(5,030,006)	(9,636,692)	(7,664,031)	(8,157,408)
Interest Income	264,607	444,244	254,023	243,862
Other Income	0	0	0	0
Total Receipts	<u>7,598,464</u>	<u>2,909,125</u>	<u>4,422,868</u>	<u>3,600,460</u>
Disbursements				
General Admin & Insurance Costs	25,665	20,617	25,665	25,665
Financial Aid	420,635	414,393	431,310	419,676
BMU Bond Payment	1,422,750	1,417,625	1,417,625	1,415,125
WREC Bond Payment	3,736,756	3,738,481	3,738,481	3,735,956
Other Fund Transfers	0	0	0	0
Repairs & Maintenance Costs	577,143	175,000	400,000	1,480,000
Capital Projects Costs	1,231,777	200,000	412,000	750,000
Total Disbursements	<u>7,414,726</u>	<u>5,966,116</u>	<u>6,425,081</u>	<u>7,826,422</u>
Net Increase (Decrease)	<u>183,738</u>	<u>(3,056,991)</u>	<u>(2,002,213)</u>	<u>(4,225,962)</u>

**STUDENT UNION FUND - BMU
ASSOCIATED STUDENTS, CSU, CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Return of Surplus Funds - Fees	2,441,265	4,708,270	3,447,553	3,895,330
Rent Income	137,639	162,500	182,620	97,500
Program Receipts	0	0	0	0
Reimbursements: AS Areas	235,357	288,081	236,194	240,598
Interest Income	35,462	19,000	216,000	230,000
Other	37,000	42,039	8,428	5,000
Transfers from Dining & Wildcat Store (Space Reimb)	564,773	564,773	564,703	558,432
Total Income	3,451,496	5,784,663	4,655,498	5,026,860
OPERATING EXPENSES				
Salaries & Wages - Career	1,215,448	1,583,717	1,236,866	1,273,432
Salaries & Wages - Student/Part-time	292,075	624,119	460,495	465,664
Employee Benefits	296,768	842,527	552,321	639,878
Scholarships	14,160	15,996	15,996	13,386
Professional Services & Campus IT	173,627	67,548	118,875	117,340
Corporate Services Reimb:				
Administration & Human Resources	317,311	395,487	321,222	351,323
GAC & Election Council	7,793	7,986	8,177	8,204
Financial Services	185,033	208,708	175,330	188,597
Information Technology	100,795	121,728	109,658	112,584
Utilities	296,615	403,500	398,000	416,000
Postage	179	675	375	425
Communications	29,801	29,785	29,765	29,685
Supplies	35,543	55,700	41,000	47,000
Professional Development & Dues	18,005	49,565	25,550	9,850
Repairs & Maintenance	146,822	302,400	260,800	218,000
Depreciation	218,827	281,061	271,529	516,706
Advertising	15,851	26,600	24,100	25,600
Insurance	54,882	61,091	94,225	101,807
Rent	1,710	0	0	0
Programming:				
Wellness Center	4,065	10,000	50,000	10,000
Art Gallery	989	2,500	1,800	2,500
Sustainability Programs	18,276	44,034	142,904	62,034
Cross Cultural Center & STAR Center	85,000	85,000	68,800	63,750
Other Programming	114,217	253,050	141,550	162,550
Office Supplies & Printing	8,252	12,870	8,295	8,645
Small Equipment	80,869	109,000	88,500	168,000
Bank & Credit Card Fees	2,218	2,000	2,300	2,300
Other Operating Expenses	6,998	9,400	7,065	11,600
Other Exp-PR Health & CalPERS	343,163	0	0	0
Total Operating Expenses	4,085,292	5,606,047	4,655,498	5,026,860
Increase (Decrease) in Net Assets	(633,796)	178,616	0	0

**WILDCAT RECREATION CENTER - TOTAL
ASSOCIATED STUDENTS, CSU, CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Return of Surplus Funds - Fees	2,588,741	4,928,422	4,216,478	4,262,078
Membership Fees & Guest Passes	26,630	28,000	48,000	56,000
Program Receipts	75,284	70,000	55,712	17,500
Equipment Rent & Other Sales	30,720	27,050	36,470	21,000
Other	19,475	24,427	2,915	500
Total Income	<u>2,740,850</u>	<u>5,077,899</u>	<u>4,359,575</u>	<u>4,357,078</u>
OPERATING EXPENSES				
Salaries & Wages - Career	765,117	1,259,909	867,951	924,749
Salaries & Wages - Student/Part-time	739,723	1,130,052	1,067,307	924,542
Employee Benefits	429,800	704,644	455,989	520,288
Professional Services & Campus IT	106,059	232,433	135,033	135,501
Corporate Services Reimb:				
Administration, Human Resources & GAC	149,123	221,577	173,627	174,530
Financial Services	185,474	209,205	175,748	189,046
Information Technology	131,355	158,633	132,659	136,200
Utilities	300,873	322,000	322,000	355,000
Postage	34	400	100	0
Communications	21,216	24,250	25,100	21,200
Supplies	132,200	208,100	178,800	182,900
Professional Development & Dues	15,453	36,400	27,250	3,500
Repairs & Maintenance	190,224	201,700	396,000	318,000
Depreciation	188,806	167,798	134,614	174,006
Advertising	11,216	13,000	11,150	5,250
Insurance	67,552	75,226	110,932	119,166
Rent	6,140	0	0	0
Office Supplies & Printing	2,158	4,325	3,350	2,450
Program Expenses	39,353	48,100	42,465	20,000
Small Equipment	40,462	62,700	79,500	134,500
Bank & Credit Card Fees	5,361	13,000	10,800	8,800
Other Operating Expenses	13,576	13,250	9,200	7,450
Total Operating Expenses	<u>3,541,275</u>	<u>5,106,702</u>	<u>4,359,575</u>	<u>4,357,078</u>
Increase (Decrease) in Net Assets	<u>(800,425)</u>	<u>(28,803)</u>	<u>0</u>	<u>0</u>

A S S O C I A T E D
S T U D E N T S

CAPITAL EXPENDITURES

**PROPOSED FOR THE YEAR ENDING
JUNE 30, 2024**

STUDENT UNION FUND

Capital Expenditure Budget For the Years Ending June 30

	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
Capital Expenditure Budget:			
<u>Local BMU & WREC</u>			
Local BMU	1,130,000	2,685,000	30,000
Local WREC	305,000	130,000	450,000
Total Local BMU & WREC	<u>1,435,000</u>	<u>2,815,000</u>	<u>480,000</u>
<u>Campus Funds</u>			
Repair & Replacement Fund	175,000	400,000	1,480,000
Capital Projects Fund	100,000	412,000	750,000
Total Campus Funds	<u>275,000</u>	<u>812,000</u>	<u>2,230,000</u>
Total Student Union Fund Budget	<u><u>1,710,000</u></u>	<u><u>3,627,000</u></u>	<u><u>2,710,000</u></u>

Purchases will be made according to the capital expenditure purchase policy for any purchases needed in the 2023-24 year.

STUDENT UNION FUND
Capital Expenditure Budget
2023-24

	<u>Proposed Budget</u>
<u>Local BMU - Planned Purchases</u>	
BMU 309 Shade Replacement	30,000
Total Local BMU	<u>30,000</u>
 <u>Wildcat Recreation Center (WREC) - Planned Purchases</u>	
MAC Floor	450,000
Total WREC	<u>450,000</u>
 <u>Campus Building Repair & Replacement Fund - Planned Purchases</u>	
WREC Security Camera Replacements & Servers	75,000
WREC Boiler	150,000
Elevators	700,000
BMU Air Handlers	100,000
WREC Pool Deck	455,000
Total Campus Building Repair & Replacement Fund	<u>1,480,000</u>
 <u>Campus Capital Projects Fund - Planned Purchases</u>	
BMU Door Lock Emergency System	100,000
Kitchen HVAC	650,000
Total Campus Capital Projects Fund	<u>750,000</u>
Total Planned Capital Purchases	<u><u>2,710,000</u></u>

STUDENT UNION FUND
Capital Expenditure Budget
2022-23

	Original Budget 2023	Estimated Results 2023	Amount Spent 2023
Local BMU - Planned Purchases			
Furniture BMU 312/314	15,000	15,000	-
Auditorium AV Sound & Lighting	900,000	900,000	42,647
AV Equipment - 301 & 309	80,000	120,000	-
BMU HVAC Management System (phase 2 & 3)		1,650,000	-
Atrium Monitors	100,000	-	-
Honda Hybrid Vehicle	35,000	-	-
Total Local BMU	1,130,000	2,685,000	42,647
Wildcat Recreation Center (WREC) - Planned Purchases			
Adventure Outings Van	65,000	-	-
Fitness Equipment	180,000	130,000	4,566
MAC Floor	60,000	-	-
Total WREC	305,000	130,000	4,566
Campus Building Repair & Replacement Fund - Planned Purchases			
BMU Pebble Floor Replacement	60,000	-	-
WREC Carpet Replacement	80,000	-	-
WREC Security Camera Replacements	15,000	-	-
WREC Window Replacements	20,000	-	-
WREC CO2 Sensor System	-	150,000	-
BMU Lighting Controls	-	250,000	-
Total Campus Building Repair & Replacement Fund	175,000	400,000	-
Campus Capital Projects Fund			
Back Alley Access Door Addition-WREC	100,000	-	-
WREC Outdoor Improvement	-	412,000	-
Total Campus Capital Projects Fund	100,000	412,000	-
Total	1,710,000	3,627,000	47,213

Associated Students, CSU, Chico
Student Union Revenue Bonds
Schedule Reflecting Debt Service Coverage Ratio

Schedule 3

Year Ending	Student Union Fees	Debt Service	Fee Revenue Coverage	Balance of Fee Income Less Debt Service	Other Income	Available For Operations	Operation and Maintenance Expenses
Actual:							
2009/10	11,069,698	5,674,962	1.95	5,394,736	1,701,268	7,096,004	5,865,553
2010/11	10,708,733	5,676,975	1.89	5,031,758	1,946,833	6,978,591	6,186,472
2011/12	10,848,995	5,673,300	1.91	5,175,695	1,859,096	7,034,791	5,788,071
2012/13	11,470,325	5,671,450	2.02	5,798,875	1,731,403	7,530,278	5,364,100
2013/14	11,842,014	5,669,950	2.09	6,172,064	1,614,491	7,786,555	5,625,766
2014/15	12,625,608	5,669,650	2.23	6,955,958	1,741,844	8,697,802	5,746,921
2015/16	12,928,695	5,674,600	2.28	7,254,095	1,788,651	9,042,746	6,329,328
2016/17	13,265,400	5,263,862	2.52	8,001,538	1,875,355	9,876,893	7,246,484
Projected:							
2017/18	13,662,846	5,342,906	2.56	8,319,940	1,991,642	10,311,582	8,043,364
2018/19	13,712,537	5,156,081	2.66	8,556,456	2,128,085	10,684,541	7,508,298
2019/20	13,585,917	5,163,806	2.63	8,422,111	1,831,681	10,253,792	7,491,459
2020/21	13,439,146	5,154,531	2.61	8,284,615	1,651,621	9,936,236	6,051,881
2021/22	12,363,863	5,159,506	2.40	7,204,357	1,426,947	8,631,304	8,072,867
2022/23	11,832,876	5,156,106	2.29	6,676,770	1,605,065	8,281,835	9,472,048
2023/24	11,514,006	5,151,081	2.24	6,362,925	1,470,392	7,833,317	9,829,279
2024/25	11,106,657	5,151,456	2.16	5,955,201	1,469,400	7,424,601	10,100,726
2025/26	11,274,942	5,157,606	2.19	6,117,336	1,468,973	7,586,309	10,384,674
2026/27	11,443,227	5,153,031	2.22	6,290,196	1,469,099	7,759,295	10,677,059
2027/28	11,611,512	5,151,806	2.25	6,459,706	1,469,766	7,929,472	10,978,145

STUDENT UNION AND WILDCAT RECREATION CENTER NET ASSETS RESERVE POLICY

I. NAME

This document shall be called the Student Union (Union) and Wildcat Recreation Center (WREC) Net Assets Reserve Policy.

II. PURPOSE

The purpose of this policy is to document the approved Union and WREC Fund reservation of net assets. The net asset reservations established by this policy are vital to ensure the stability of the mission, programs and long-term financial well-being of the Student Union Fund and to provide a source of internal funds for organizational priorities such as providing high quality student focused facilities, services and programming.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Bell Memorial Union Committee (BMUC) and report to the Associated Students Board of Directors (AS BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the BMUC and reported to the AS BOD.

V. POLICY

A. NET ASSET RESERVES

Non-Cash Reserve

Invested in Fixed Assets

The invested in fixed assets reserve covers the cost of existing fixed assets within the Union and WREC areas.

The invested in fixed assets reserve shall be equal to the cost of the fixed assets less accumulated depreciation and debt related to those assets.

Cash Reserves

Operating Reserve

The operating reserve sets aside funds to provide adequate cash for daily operation of the Union and WREC facilities during the summer months, June through August.

The working capital reserve shall be equal to 25% of the prior year's operating expenses.

Capital Replacement Reserve

The capital replacement reserve sets aside funds to purchase needed fixed assets, in order to reduce the impact on current operations cash flow.

The capital replacement reserve shall be equal to ten percent of the total cost of fixed assets up to \$250,000.

Contingency Reserve

The contingency reserve sets aside additional funds to cover unexpected or non-recurring expenses.

The contingency reserve shall be equal to one and one-half percent of the operating expenses of the preceding year up to \$100,000.

Sustainability Program Reserve

The sustainability program reserve sets aside excess operating funds from the sustainability program to fund future AS sustainability efforts.

The sustainability program reserve shall be equal to the cumulative unallocated or unspent sustainability funding from prior years.

B. CASH RESERVES FUNDING AND INVESTMENT PROCESS

Cash reserves will be funded with Student Union Fund surplus unrestricted net income. The cash reserves will be held with the general cash and investments of the Student Union Fund and will be invested in accordance with the AS Investment Policy.

C. NET ASSETS RESERVE MONITORING

Student Union Fund net asset reserves will be reviewed as part of the annual budget approval process, including actual experience as of the prior fiscal year end and future projections. Plans to restore any net asset reserve shortfalls will be included in this process.

D. CASH RESERVES SHORTFALL

In the event that Student Union Fund cash reserves fall below the calculated level at fiscal year end, the shortfall will be applied to the reserves in the following order:

1. Contingency reserve
2. Capital replacement reserve
3. Operating reserve
4. Sustainability program reserve

Approved BMUC: 4/23/92
Approved AS BOD: 4/30/92
Clean-up Changes: Summer 1999
Revisions Approved BMUC: 11/29/00
Reported to AS BOD: 12/11/00
Revisions Approved BMUC: 4/23/03
Reported to AS BOD: 4/30/03
Revisions Approved BMUC: 5/13/09
Reported to AS BOD: 5/13/09
Revisions Approved BMUC: 2/10/10
Reported to AS BOD: 2/17/10
Revisions Approved BMUC: 4/22/15
Reported to AS BOD: 4/27/15
Revisions Approved BMUC: 4/30/19
Reported to AS BOD: 5/8/19

Analysis of Reserve Policies

The Associated Students (AS) Board of Directors (BOD) through its standing committees has the responsibility of reviewing the financial position and reserve policies of the AS annually. The Compilation of Policies and Procedures for California State University Auxiliary Organizations, in Section 8.1.1 2., outlines the following guidelines regarding reserves of an auxiliary organization:

- "2. Financial Standards
 - A. Annually each auxiliary governing board shall review the fiscal viability of the auxiliary organization to include:
 1. A review of management functions to ensure provisions for adequate professional management (ref: Education Code Section 89904(b).
 2. An evaluation of the need for reserves in the following areas:
 - a. Working Capital
 - b. Current Operations
 - c. Planned future operations (including future new business requirements which have been recognized by the campus and the auxiliary organization as appropriate and within the educational mission of the campus)
 3. The establishment or revision of reserves and their funding level in accordance with the above evaluations.
 4. The submission of a report annually to the President that includes a plan to build and maintain appropriate reserves. Such report may be a part of the annual budget submission."

The AS has three distinct parts or funds in its organization, the Activity Fee Fund, Student Union Fund, and Auxiliary Activities Fund. These funds are operated by the Board of Directors through three standing committees, Government Affairs Committee (GAC), Bell Memorial Union committee (BMUC), and Associated Students Businesses Committee (ASBC), respectively. The Activity fee and Student Union funds are basically supported by student fees and program income, while the Auxiliary Activities fund is an enterprise or retail operation. Because of the basic differences in the three funds of the AS, each fund is considered separately when setting and evaluating reserve policies.

As these committees review and consider possible changes to the existing reserve policies, it is important to have an understanding of what is "reserved". In establishing a reserve, an organization sets aside a portion or all of its net assets to meet that reserve. Net assets are defined as fund assets minus fund liabilities (commonly referred to as Net Worth or Stockholder's Equity in the profit-oriented world). It represents the total amount of net income (revenues over expenses) which has been accumulating year by year since the fund began operations. Net assets of a fund should be the resources on hand and available to operate the activities of the fund. This does not mean that there is "cash" available equal to the net assets. Most funds need fixtures and equipment to carry out the activities of the fund. So, some of the resources are represented by fixed assets. As accepted accounting standards require recording transactions on the accrual basis of accounting (income and expenses are recognized when earned and incurred, respectively, not when received and paid), some of the excess income of a fund may yet to be received; therefore, some of the resources may include accounts receivable. Or, in the case of a large retail operation, having merchandise available to sell (inventory) is part of those resources.

As a result of some of the net assets being tied up (invested) in non-cash assets, it is appropriate to consider reserves of net assets to recognize these investments. From the guidelines stated above, the following types of standard reserves should be considered and established if necessary by each AS fund:

Invested in Fixed Assets

An investment in fixed assets reserve is needed if a fund has used excess earnings to purchase or make a payment on capital assets that are needed in the operations of the fund. Fixed assets are generally held for a long period of time and are not readily converted into cash, thus creating the need for a reserve for amounts invested in fixed assets.

Working Capital

The intent of a working capital reserve is to provide operating cash during periods of low cash receipts. This situation exists for all fund of the AS each June, July, and August. If sufficient operating cash is not available for a fund, it must be borrowed from another fund, or an outside lending institution. This costs dollars in interest expense. Having sufficient working capital saves the cost of interest on borrowing within or outside the AS, and allows the fund to invest the reserve dollars to earn interest income during periods when it is not needed.

Current Operations

A current operations reserve represents the investment necessary in current assets other than cash, which are needed to carry on the ongoing operations of a fund. An example is merchandise held for sale, or inventory. This type of assets may be readily converted into cash; however, a continuous investment in this type of asset may be needed to carry out the operations of the fund. A fund could acquire debt to finance this type of assets; however, debt would cost dollars in interest expense as explained above.

Capital Replacement

While the invested in fixed assets reserve represents the cash a fund has invested (spent) in plant and equipment, the capital replacement reserve sets aside excess earnings to purchase additional fixed assets when they are needed. This reserve provides cash to purchase needed fixed assets so that the current operations cash flow will not be affected.

Planned Future Operations/Contingency

A planned future operations/contingency reserve serves a dual purpose. It provides the funds necessary for future new or expended operational requirements that may be recognized by the campus and/or the auxiliary. This reserve can also function as a contingency reserve, to cover unexpected, non-operational expenses as they occur.

Reserves other than those mentioned above should be considered and established when the operations of a fund suggest the need for a specific reserve requirement. The standing committee overseeing the operations of a fund will determine the necessity and type of the specific fund reserve when needed.

Two of the standing committees established a reservation of net assets for future building needs. ASBC set up a facilities upgrade reserve for the new bookstore building project and upgrading of food service facilities in the BMU and other areas. BMUC set up a building reserve for the expansion and renovation if the Student Union building.

A S S O C I A T E D
S T U D E N T S

CORPORATE SERVICES FUND

**APPROVED FOR THE YEAR ENDING
JUNE 30, 2024**

Corporate Services

Corporate Services facilitates the smooth operations of all areas within the Associated Students (AS). For example, a single office performs all business services. This saves money and coordinates the business functions of the AS.

The Corporate Services budgets are unique in that they receive all funding from the other areas of the AS. The budgets are also “break-even”, i.e. they are to receive only enough funding to cover costs. When looking at these budgets, notice each is “reimbursed” for the total cost of operations; the amount reimbursed plus income from non-AS sources equals the total cost of the operations.

The following pages include a combined schedule of the approved budgets for all Corporate Services areas and a brief description and individual budget presentation for each area. Explanations supporting significant budget changes are provided for each area.

**TOTAL CORPORATE SERVICES BUDGET
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Activity Fee	394,701	461,734	366,757	399,840
Student Union	632,210	750,677	633,215	684,311
Wildcat Recreation Center	500,269	622,689	514,502	538,723
Dining Services	559,534	667,886	684,875	711,608
Wildcat Store	48,987	56,564	54,631	56,684
Other	17,523	17,786	17,858	17,500
Total Income	<u>2,153,224</u>	<u>2,577,336</u>	<u>2,271,838</u>	<u>2,408,666</u>
EXPENDITURES				
Salaries & Wages - Career	1,100,289	1,218,685	1,142,017	1,172,707
Salaries & Wages - Student & Part-time	11,077	29,021	6,888	13,680
Employee Benefits	476,873	538,068	403,414	467,352
Scholarships	12,617	12,996	12,996	13,386
Professional Services & Campus IT	280,196	361,123	332,455	336,956
Software Costs	8,149	25,000	16,000	41,000
Utilities	4,794	5,900	7,801	8,450
Postage	1,770	3,400	2,400	2,500
Communications	22,777	29,550	27,200	27,225
Professional Development	615	24,000	15,650	20,000
Professional Dues & Subscriptions	6,839	6,300	7,650	7,750
Repairs & Maintenance-Equipment	1,270	6,600	5,716	9,950
Depreciation	45,433	56,999	59,389	16,794
Insurance	125,638	169,049	167,436	194,329
Office Supplies & Printing	10,926	14,884	9,576	10,226
Staff Appreciation Events	3,515	8,000	5,000	5,000
Employee Training	5,533	25,000	5,000	10,000
Custodial Services	7,378	7,010	7,010	7,010
Small Equipment	17,075	18,000	24,950	16,000
Other Operating Expenses	10,460	17,750	13,290	28,351
Total Expenditures	<u>2,153,224</u>	<u>2,577,336</u>	<u>2,271,838</u>	<u>2,408,666</u>
NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Financial Services

The Financial Services Office provides business and payroll services for all areas of the Associated Students. Each area within the Associated Students has been assessed a share of the cost of this office based on estimated usage.

Estimated Results 2022-23 Budget Notes:

The total 2022-23 expenditures in the Financial Services Office are expected to decrease 14.78% to \$780,444 from the original budget. Significant expense changes are as follows:

1. Salaries and Benefits – career wages and employee benefits decreased due to attrition, and a delay in filling vacant positions.
2. Software Costs – newly added to the budget for the travel and expense software, Concur, being implemented.
3. Office Supplies & Printing – reduced expenses due to less staff in the office as well as ongoing efforts to reduce printing overall.
4. Small Equipment – reduction due to delaying new computer purchases by redeploying an unused computer to staff and doing memory upgrades.

Approved 2022-23 Budget Notes

The budget for the Financial Services Office for the 2023-24 year is expected to increase 6.9% to \$834,027 from the estimated results for 2022-23. Significant expense changes are as follows:

1. Software Costs – Increase anticipated for full year of expense for Concur.
2. Travel & professional development budget removed in anticipation of reduced enrollment and cost savings efforts.
3. Other operating expenses increased mainly due to expected new contract with Loomis.

The schedule on the following page reflects the income and expenses for the Financial Services Office, actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year and approved budget for the 2023-24 year.

**1150 FINANCIAL SERVICES OFFICE
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Activity Fee	176,406	197,749	166,124	178,694
Student Union	186,182	208,708	175,330	188,597
Wildcat Recreation Center	186,626	209,205	175,748	189,046
Dining Services	205,525	230,391	193,546	208,190
Wildcat Store	30,407	33,000	33,000	33,000
Information Technology	19,000	19,000	19,000	19,000
AS Health/Dental/Vision Plan Administration	17,500	17,500	17,500	17,500
Other	(126)	196	196	0
Total Income	821,520	915,749	780,444	834,027
EXPENDITURES				
Salaries and Wages - Career	413,381	449,537	397,786	387,285
Employee Benefits	187,264	214,212	154,255	169,361
Professional Services & Campus IT	104,195	117,574	98,774	107,801
Information Technology Services	17,000	20,277	26,448	27,210
Administration & Human Resources Services	52,510	57,295	49,921	50,266
Utilities	2,815	3,500	4,339	4,700
Software Costs	0	0	6,000	31,000
Postage	1,682	3,000	2,200	2,300
Communications	6,319	7,000	6,000	6,000
Professional Development	600	6,000	4,250	0
Repairs & Maintenance-Equipment	1,127	1,000	500	750
Depreciation	4,659	4,659	7,988	8,476
Insurance	5,661	7,274	7,022	8,456
Office Supplies & Printing	7,147	7,800	3,500	4,500
Custodial Services	3,184	2,921	2,921	2,921
Small Equipment	6,596	6,000	1,950	3,000
Other Operating Expenses	7,380	7,700	6,590	20,001
Total Expenditures	821,520	915,749	780,444	834,027
NET INCOME (LOSS)	0	0	0	0

Administration Office

The Administration Office operates under the direction of the Associated Students Board of Director's (BOD) to provide the administrative and human resources functions of the Associated Students. The office is under the direction of the Executive Director. This position provides administrative direction to the Associated Students. For the actual experience for the 2021-22 year, the original and estimated results for the 2022-23 year and the approved budget for the 2023-24 year, the cost of the Executive Director is allocated 40% for the overall Associated Students and 10% Human Resources. The various areas of the Associated Students reimburse expenses of the Administration Office as follows:

Union Administration

The Administration office provides administrative services for the Student Union fund and overall Associated Students. The Administration Office budget includes the cost of Student Union administrative functions. These expenses will be reimbursed by the Student Union.

Human Resources Administration

The expenses related to the Human Resources area of the Administration Office budget are reimbursed based on the full time equivalent (FTE) employees in each area. The FTE is calculated by dividing the total Associated Students salary and wage expense budget by the total Associated Students budgeted hours divided by 2,080. The approximate full-time equivalent employee percentages by area are as follows:

	Estimated <u>2022-23</u>	Approved <u>2023-24</u>
Activity Fee	12.13%	13.67%
Student Union	18.53%	19.34%
Dining Services	41.06%	39.30%
Wildcat Store	.13%	.14%
Financial Services	4.25%	4.29%
Information Technology	2.77%	3.04%
Wildcat Rec Center	21.13%	20.22%
Total	<u>100.00%</u>	<u>100.00%</u>

Business and Finance Administration

The expenses related to the business and financial direction area of the Administration Office budget are reimbursed by the Wildcat Store and Dining Services equally, except for the portion of the Vice President of Business and Finance scholarship that relates to participation on the Board of Directors.

Overall Administration

In the original budget and estimated results for 2022-23 budget and the approved 2023-24 budget, the expenses related to the overall administrative direction of the Associated Students are reimbursed by the Activity Fee Fund, Student Union Fund, Wildcat Recreation Center, Dining Services, Wildcat Store, and Financial Services Office.

Notes on Estimated Results 2022-23

The total 2022-23 expenditures in the Administration Office are expected to decrease 11.59% to \$981,145 from the original budget. Significant expense changes are as follows:

1. Salaries and Benefits decreased due to attrition and a delay in filling vacant positions.
2. Professional Services decreased due to anticipated reduced costs for the year.
3. Employee training and professional development decreased due to delaying of in-person employee training events with outside speakers.

Approved 2023-24 Budget Notes

The budget for the Administration Office for the 2023-24 year is expected to increase 5% to \$1,030,199 from the estimated results for 2022-23. Significant expense changes are as follows:

1. Salaries and Benefits increased back to fully staffed levels.
2. Employee training and professional development costs increased to restore funding for an in-person staff conference and to provide quality trainers and speakers for staff events.
3. Depreciation reduced due to software implementation fees being fully depreciated.

The schedule on the following page reflects a summary of the income and expenses for Administration and Human Resources, actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year and approved budgets for the 2023-24 year.

**ADMINISTRATION OFFICE SUMMARY
ASSOCIATED STUDENTS, CSU, CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Financial Services	52,509	57,295	49,921	50,266
Information Technology	18,788	19,492	17,126	19,310
Activity Fee	108,330	130,480	114,096	129,183
Student Union	325,783	395,487	321,222	351,323
Wildcat Recreation Center	153,429	218,094	169,090	170,311
Dining Services	226,883	278,996	300,450	300,246
Wildcat Store	8,217	9,882	9,133	9,560
Other	102	62	107	0
Total Income	<u>894,041</u>	<u>1,109,788</u>	<u>981,145</u>	<u>1,030,199</u>
EXPENDITURES				
Salaries and Wages - Career	447,245	511,787	490,336	523,989
Salaries and Wages - Student & Part-time	8,423	14,917	0	0
Employee Benefits	181,631	207,787	158,272	189,534
Scholarships	12,617	12,996	12,996	13,386
Professional Services & Campus IT	162,326	214,764	189,881	200,241
Information Technology Services	10,819	12,893	21,202	21,768
Utilities	1,239	1,500	2,322	2,500
Postage	88	400	200	200
Communications	5,930	7,550	6,200	6,225
Professional Development	15	13,000	6,400	20,000
Professional Dues & Subscriptions	4,053	5,300	4,650	4,750
Repairs & Maintenance-Equipment	143	4,600	5,216	8,200
Depreciation	35,331	43,756	44,543	789
Insurance	2,246	3,009	2,756	3,145
Office Supplies & Printing	2,525	5,558	4,050	3,701
Staff Appreciation Events	3,515	8,000	5,000	5,000
Employee Training	5,533	25,000	5,000	10,000
Custodial Services	2,921	2,921	2,921	2,921
Small Equipment	4,391	5,500	13,500	6,500
Other Operating Expenses	3,050	8,550	5,700	7,350
Total Expenditures	<u>894,041</u>	<u>1,109,788</u>	<u>981,145</u>	<u>1,030,199</u>
NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**1165 ADMINISTRATION
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursement - Student Union	171,729	190,983	167,595	186,053
Other	60	36	59	0
Total Income	<u>171,789</u>	<u>191,019</u>	<u>167,654</u>	<u>186,053</u>
EXPENDITURES				
Salaries and Wages - Career	120,055	131,985	120,268	133,548
Employee Benefits	43,082	46,351	33,235	41,066
Information Technology Services	4,643	5,533	7,051	7,239
Communications	2,314	2,850	2,500	2,500
Professional Development	0	2,500	2,500	0
Office Supplies & Printing	56	200	500	100
Small Equipment	1,582	1,000	1,000	1,000
Other Operating Expenses	57	600	600	600
Total Expenditures	<u>171,789</u>	<u>191,019</u>	<u>167,654</u>	<u>186,053</u>
NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**1160 HUMAN RESOURCES OFFICE
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Financial Services	28,915	32,625	26,237	27,289
Information Technology	18,788	19,492	17,126	19,310
Activity Fee	71,040	86,518	74,870	86,898
Student Union	116,764	160,542	114,401	122,985
Wildcat Recreation Center	116,584	174,674	130,406	128,584
Dining Services	182,620	226,588	253,440	249,850
Wildcat Store	799	894	807	889
Other	42	25	48	0
 Total Income	<u>535,552</u>	<u>701,358</u>	<u>617,335</u>	<u>635,805</u>
EXPENDITURES				
Salaries and Wages - Career	223,924	274,403	265,126	282,496
Salaries and Wages - Student & Part-time	8,423	14,917	0	0
Employee Benefits	100,877	123,010	95,695	113,906
Professional Services & Campus IT	133,985	179,208	154,208	164,334
Information Technology Services	6,176	7,360	14,151	14,529
Utilities	1,239	1,500	2,322	2,500
Postage	88	300	150	150
Communications	3,447	4,500	3,500	3,500
Professional Development	15	6,500	3,500	20,000
Professional Dues & Subscriptions	1,018	1,100	1,150	1,250
Depreciation	35,331	43,756	44,543	789
Insurance	2,028	2,073	2,569	2,280
Office Supplies & Printing	2,114	3,660	2,500	2,500
Staff Appreciation Events	3,515	5,000	5,000	5,000
Employee Training	5,533	25,000	5,000	10,000
Custodial Services	2,921	2,921	2,921	2,921
Small Equipment	2,809	2,600	10,600	3,600
Other Operating Expenses	2,109	3,550	4,400	6,050
 Total Expenditures	<u>535,552</u>	<u>701,358</u>	<u>617,335</u>	<u>635,805</u>
 NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**1170 ADMINISTRATION BUSINESS AND FINANCE
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Activity Fee	445	542	542	558
Student Union	445	542	542	558
Dining Services	7,418	8,988	8,326	8,671
Wildcat Store	7,418	8,988	8,326	8,671
Other	0	1	0	0
Total Income	<u>15,726</u>	<u>19,061</u>	<u>17,736</u>	<u>18,458</u>
EXPENDITURES				
Salaries and Wages - Career	5,940	6,067	5,976	5,976
Employee Benefits	3,122	3,130	2,546	2,957
Scholarships	6,308	8,664	8,664	8,924
Office Supplies & Printing	12	250	200	251
Small Equipment	0	300	300	300
Other Operating Expenses	344	650	50	50
Total Expenditures	<u>15,726</u>	<u>19,061</u>	<u>17,736</u>	<u>18,458</u>
NET INCOME (LOSS)	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**1180 ADMINISTRATION OVERALL
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Financial Services	23,594	24,670	23,684	22,977
Activity Fee	36,845	43,420	38,684	41,727
Student Union	36,845	43,420	38,684	41,727
Wildcat Recreation Center	36,845	43,420	38,684	41,727
Dining Services	36,845	43,420	38,684	41,725
 Total Income	<u>170,974</u>	<u>198,350</u>	<u>178,420</u>	<u>189,883</u>
EXPENDITURES				
Salaries and Wages - Career	97,326	99,332	98,966	101,969
Employee Benefits	34,550	35,296	26,796	31,605
Scholarships	6,309	4,332	4,332	4,462
Professional Services & Campus IT	28,341	35,556	35,673	35,907
Postage	0	100	50	50
Communications	169	200	200	225
Professional Development	0	4,000	400	0
Professional Dues & Subscriptions	3,035	4,200	3,500	3,500
Repairs & Maintenance-Equipment	143	4,600	5,216	8,200
Insurance	218	936	187	865
Office Supplies & Printing	343	1,448	850	850
Staff Appreciation Events	0	3,000	0	0
Small Equipment	0	1,600	1,600	1,600
Other Operating Expenses	540	3,750	650	650
 Total Expenditures	<u>170,974</u>	<u>198,350</u>	<u>178,420</u>	<u>189,883</u>
 NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Corporate Insurance

Insurance costs are allocated to each of the Associated Students areas based upon coverage required for that area. Our representative at California State University Risk Management Authority (CSURMA) provides information on all coverage and the related expense by area. The total 2022-23 insurance expense decreased by .95% to \$167,436 from the original budget. The 2023-24 insurance expense is expected to increase by 16.06% to \$194,329 due mainly to an increase in liability and property insurance premiums.

The schedule on the following page reflects the income and expenses for the actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year and approved budget for the 2023-24 year.

1190 CORPORATE INSURANCE ASSOCIATED STUDENTS, CSU CHICO ACTUAL EXPERIENCE AND BUDGETS FOR THE YEARS ENDING JUNE 30

	<u>Actual Experience 2022</u>	<u>Original Budget 2023</u>	<u>Estimated Results 2023</u>	<u>Proposed Budget 2024</u>
INCOME				
Corporate Services Areas	7,907	10,283	9,778	11,601
Activity Fee	23,277	30,203	29,933	33,848
Student Union	18,094	24,754	27,005	31,807
Wildcat Recreation Center	27,093	36,757	37,005	43,166
Dining Services	38,904	53,370	51,217	59,783
Wildcat Store	10,363	13,682	12,498	14,124
Total Income	<u>125,638</u>	<u>169,049</u>	<u>167,436</u>	<u>194,329</u>
EXPENDITURES				
Crime Insurance	4,617	5,601	5,601	6,641
Property Damage Insurance	38,074	59,790	58,156	73,664
General Liability Insurance	82,947	103,658	103,679	114,024
Total Expenditures	<u>125,638</u>	<u>169,049</u>	<u>167,436</u>	<u>194,329</u>
NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Information Technology

The IT Department is responsible for all hardware support, e-commerce, web support and design, software upgrades, long-range planning, system design and implementation. The reimbursing areas of the Associated Students fund the expenses of the department based on the estimated benefit to each area.

Notes on Estimated Results 2022-23

The total 2022-23 expenditures in the IT Department are expected to decrease 6.84% to \$486,288 from the original budget. Significant expense changes are as follows:

1. Salaries and Benefits decreased to reflect estimated actual expenses.

Approved 2023-24 Budget Notes

The budget for the IT Department for the 2023-24 year is expected to increase 2.67% to \$499,266 from the estimated results for 2022-23. Significant expense changes are as follows:

1. Salaries and Benefits increased back to fully staffed levels.
2. Travel & professional development budget removed in anticipation of reduced enrollment and cost savings efforts.

The schedule on the following page reflects the income and expenses for the IT Department, actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year and the approved budget for the 2023-24 year.

**1176 INFORMATION TECHNOLOGY
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEARS ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Financial Services	17,000	20,277	26,448	27,210
Administration	4,644	5,533	7,051	7,239
Human Resources	6,176	7,360	14,151	14,529
Activity Fee	86,688	103,302	56,604	58,115
Student Union	102,151	121,728	109,658	112,584
Wildcat Recreation Center	133,121	158,633	132,659	136,200
Dining Services	88,222	105,129	139,662	143,389
Other	47	28	55	0
Total Income	<u>438,049</u>	<u>521,990</u>	<u>486,288</u>	<u>499,266</u>
EXPENDITURES				
Salaries and Wages - Career	239,663	257,361	253,895	261,433
Salaries and Wages - Student & Part-time	2,654	14,104	6,888	13,680
Employee Benefits	107,978	116,069	90,887	108,457
Professional Services & Campus IT	13,675	28,786	43,800	28,914
Financial Services	19,000	19,000	19,000	19,000
Administration & Human Resources Services	18,788	19,492	17,126	19,310
Software Costs	8,149	25,000	10,000	10,000
Utilities	740	900	1,140	1,250
Communications	10,528	15,000	15,000	15,000
Computer Supplies	24	1,500	1,000	1,000
Professional Development	0	5,000	5,000	0
Professional Dues & Subscriptions	2,786	1,000	3,000	3,000
Repairs & Maintenance-Equipment	0	1,000	0	1,000
Depreciation	5,443	8,584	6,858	7,529
Office Supplies & Printing	1,254	1,526	2,026	2,025
Custodial Services	1,273	1,168	1,168	1,168
Small Equipment	6,088	6,500	9,500	6,500
Total Expenditures	<u>438,049</u>	<u>521,990</u>	<u>486,288</u>	<u>499,266</u>
NET INCOME (LOSS)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Administration Copy Machines

There are six administrative copy machines located at central Associated Students locations for use by programs and administrative offices. Programs and offices are currently charged six cents per copy for standard copies made and thirteen cents per copy for color copies made.

The schedule on the following page reflects the income and expenses for the copy machines, actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year and approved budget for the 2023-24 year. For the approved 2023-24 budget, copy expenses are expected to be \$2,640.

**1185 ADMINISTRATIVE COPY MACHINES
ASSOCIATED STUDENTS, CSU CHICO
ACTUAL EXPERIENCE AND BUDGETS
FOR THE YEAR ENDING JUNE 30**

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Proposed Budget 2024
INCOME				
Reimbursements				
Activity Fee	(2,158)	0	0	0
Other Area Reimbursements	3,115	8,300	3,450	4,500
Total Income	<u>957</u>	<u>8,300</u>	<u>3,450</u>	<u>4,500</u>
EXPENDITURES				
Operating Supplies	338	500	850	1,200
Repairs & Maintenance - Equipment	619	7,800	1,025	1,440
Small Equipment	0	0	30,000	0
Total Expenditures	<u>957</u>	<u>8,300</u>	<u>31,875</u>	<u>2,640</u>
CHANGE IN RESERVE	<u>0</u>	<u>0</u>	<u>(28,425)</u>	<u>1,860</u>

A S S O C I A T E D
S T U D E N T S

AREA REIMBURSEMENTS

**APPROVED FOR THE YEAR ENDING
JUNE 30, 2024**

Associated Students Area Reimbursements

The Board of Directors (BOD) through designated committees administers all budgeted Associated Students areas. The Government Affairs Committee (GAC) administers the budgets of the Activity Fee Fund. The Associated Students Facilities Committee (ASFC) administers the budgets of the Student Union Fund and the Wildcat Recreation Center, and the Associated Students Businesses Committee (ASBC) administers the budgets of the Auxiliary Activities Fund. In addition, the BOD directly administers the Corporate Offices, Administration, Human Resources, Finance and Information Technology.

In an effort to control and account for expenses, the Associated Students budgets by area. As a result, various budget areas reimburse other budgeted areas. For example, the Government Affairs Office budgets for the operating expenses of the Government Affairs Committee. However, this office also provides administrative support and office supplies to the BOD. Therefore, other areas of the Associated Students reimburse that office's budget for their share of the expense related to the support of the BOD.

ASSOCIATED STUDENTS, CSU CHICO
AREA REIMBURSEMENTS
SUMMARY OF REIMBURSEMENT INCOME BY FUND
FOR THE YEARS ENDING JUNE 30

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Approved Budget 2024
Reimbursements for:				
Activity Fee Fund				
Government Affairs Office	20,763	17,414	22,686	21,096
Elections Budget	7,724	16,082	13,000	14,232
Total Activity Fee Fund	<u>28,487</u>	<u>33,496</u>	<u>35,686</u>	<u>35,328</u>
Student Union Fund				
Rent/Debt Retirement	564,773	564,773	564,703	558,432
Executive Stipend	2,367	2,436	2,436	2,436
Custodial & Loading Dock Attnd	83,947	59,891	59,891	59,891
Utilities & Water	139,861	215,932	164,806	168,331
Garbage	7,957	8,240	7,483	8,240
Pest Control	1,526	1,651	1,578	1,700
Total Student Union Fund	<u>800,431</u>	<u>852,923</u>	<u>800,897</u>	<u>799,030</u>
Corporate Services Fund				
Administrative Offices				
Union Administration	171,729	190,983	167,595	186,053
Human Resources Office	535,510	701,333	617,287	635,805
Business and Finance	15,726	19,060	17,736	18,458
Administration Overall	170,974	198,350	178,420	189,883
Total Administrative Offices	<u>893,939</u>	<u>1,109,726</u>	<u>981,038</u>	<u>1,030,199</u>
Financial Services Office	804,146	898,053	762,748	816,527
Information Technology Office	438,002	521,962	486,233	499,266
Total Corporate Services Fund	<u>2,136,087</u>	<u>2,529,741</u>	<u>2,230,019</u>	<u>2,345,992</u>
Total Reimbursement Income	<u><u>2,965,005</u></u>	<u><u>3,416,160</u></u>	<u><u>3,066,602</u></u>	<u><u>3,180,350</u></u>

Reimbursement Income

The Summary of Reimbursement Income by Fund schedule is presented on the previous page. For comparison, this schedule shows actual experience for the 2021-22 year, the original and estimated results budget for the 2022-23 year and the approved budget for the 2023-24 year.

Activity Fee Fund

As a part of the Activity Fee Fund, GAC administers the budgets for the Government Affairs Office (GAO) and the Elections Budget.

The operating expenses for the GAO are mainly related to the operations of GAC. However, this office also provides clerical and office support to members of the BOD. The cost of support is estimated to be 20% of the student clerical wages and benefits expense plus 25% of the BOD scholarships in the GAO budget. The Activity Fee Fund, Student Union Fund, Dining Services and Wildcat Store reimburse these costs.

The reimbursement income to the Elections Budget is based upon the representation of elected students on the BOD and the three committees GAC, ASFC, and ASBC. This type of reimbursement was established during the reorganization mentioned above.

	<u>GAC</u>	<u>ASFC</u>	<u>ASBC</u>
Board of Directors			
President	1	1	1
Executive Vice President	1	1	1
Vice President for Business and Finance			1
Vice President for Facilities and Services		1	
Director of University Affairs	1	1	1
Director of Legislative Affairs	1	1	1
Other Elected Students			
Commissioner of Student Orgs & Prog	1		
Commissioner of Community Affairs	1		
Commissioner of Sustainability Affairs	1		
Commissioner of Diversity Affairs	1		
Total	<u>8</u>	<u>5</u>	<u>5</u>
Percentage	44%	28%	28%

Student Union Fund

As a part of the Student Union Fund, ASFC administers the budgets for the general operations of the Bell Memorial Union and Union Programming. The Union provides custodial service to areas within and outside the Union building. The reimbursement income is determined by the time involved to do the custodial work for each area.

Utilities, garbage, water and pest control reimbursement income is charged to those areas occupying the Union. The reimbursements are calculated based upon estimated usage of gas, electricity, trash, water, and pest control by each area.

Wildcat Recreation Center

As a part of the Student Union Fund, ASFC also administers the budgets for the Wildcat Recreation Center and the Adventure Outings program.

Corporate Services Fund

These offices operate under the direction of the BOD to provide the administrative functions of the Associated Students. These functions include, but are not limited to, providing business and human resource services, business and financial direction, information technology services and overall direction of the Associated Students.

Administrative Office

This office is under the direction of the Executive Director. This position provides administrative direction to the Associated Students, as well as providing directorship to the Student Union. For the actual experience for the 2021-22 year, the original and estimated results for the 2022-23 year and the approved budget for the 2023-24 year, the cost of the Executive Director is allocated 40% for the overall Associated Students and 10% for Human Resources. The various areas of the Associated Students reimburse expenses of the Administration Office as follows:

- **Union Administration**
The Administration office provides administrative services for the Student Union fund and overall Associated Students. The Administration Office budget includes the cost of Student Union administrative functions. These expenses will be reimbursed by the Student Union.
- **Human Resources Administration**
The expenses related to the human resources area of the Administration Office budget are reimbursed based on the full time equivalent (FTE) employees in each area. The FTE is calculated by dividing the total Associated Students salary and wages expense budget by the total Associated Students budgeted hours, divided by 2,080.
- **Business and Finance Administration**
The expenses related to the business and financial direction area of the Administration Office budget are reimbursed by the Wildcat Store and Dining Services equally, after a small reimbursement from Activity Fee and Student Union for part of the scholarship of the Vice President for Business and Finance.
- **Overall Administration**
The normal expenses related to the overall administrative direction of the Associated Students are reimbursed by the Activity Fee Fund, Student Union Fund, Wildcat Recreation Center, Dining Services, Wildcat Store and Financial Services Office.

Financial Services Office

The Financial Services Office provides business services for all of the areas of the Associated Students. This office also provides business services for two employee benefit plans that reimburse for the estimated costs incurred in providing their services. The area reimbursements to the Financial Services Office are based on the estimated benefit to each area.

Information Technology Office

The IT Department is responsible for all hardware support, e-commerce, web support and design, software upgrades, long-range planning, system design and implementation. The reimbursing areas of the Associated Students fund the remaining expenses of the department based on the estimated benefit to each area.

Reimbursement Expenses

The following three pages reflect the budgeted reimbursement expense by fund, actual experience for the 2021-22 year, original budget and estimated results for the 2022-23 year, and approved budget for the 2023-24 year.

The estimated results budget for the 2022-23 year is expected to decrease approximately 10% from the original 2022-23 budget. The approved 2023-24 budget is expected to increase approximately 3%. The 2023-24 increase is due to the estimated cost impact of inflation and wage increases.

ASSOCIATED STUDENTS, CSU, CHICO
AREA REIMBURSEMENTS
DETAIL OF REIMBURSEMENT EXPENSE BY FUND
For the Years Ending June 30

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Approved Budget 2024
Activity Fee Fund				
Government Affairs Office	4,153	3,482	4,537	4,219
Elections Budget	444	7,077	5,720	6,263
Executive Compensation	789	812	812	812
Custodial	2,920	3,388	3,388	3,388
Utilities	4,390	3,700	6,767	7,300
Information Technology	86,688	103,302	56,604	58,115
Financial Services	176,406	197,749	166,124	178,694
Administration Overall	36,845	43,420	38,684	41,727
Human Resources	71,040	86,518	74,870	86,898
Business and Finance	445	542	542	558
Total Activity Fee Fund	384,120	449,990	358,048	387,974
Student Union Fee Fund				
Government Affairs Office	4,153	3,483	4,537	4,219
Elections Budget	3,640	4,503	3,640	3,985
Information Technology	102,151	121,728	109,658	112,584
Financial Services	186,182	208,708	175,330	188,597
Union Administration	171,729	190,983	167,595	186,053
Administration Overall	36,845	43,420	38,684	41,727
Human Resources	116,764	160,542	114,401	122,985
Business and Finance	445	542	542	558
Total Student Union Fund	621,909	733,909	614,387	660,708
Wildcat Recreation Center				
Government Affairs Office	4,153	3,483	4,537	4,219
Information Technology	133,121	158,633	132,659	136,200
Administration Overall	36,845	43,420	38,684	41,727
Financial Services	186,626	209,205	175,748	189,046
Human Resources	116,584	174,674	130,406	128,584
Total Wildcat Recreation Center	477,329	589,415	482,034	499,776
Financial Services				
Custodial	3,184	2,921	2,921	2,921
Utilities	2,815	3,500	4,339	4,700
Information Technology	17,000	20,277	26,448	27,210
Administration Overall	23,594	24,670	23,684	22,977
Human Resources	28,915	32,625	26,237	27,289
Total Financial Services	75,508	83,993	83,629	85,097
Information Technology				
Financial Services	19,000	19,000	19,000	19,000

ASSOCIATED STUDENTS, CSU, CHICO
AREA REIMBURSEMENTS
DETAIL OF REIMBURSEMENT EXPENSE BY FUND
For the Years Ending June 30

	Actual Experience 2022	Original Budget 2023	Estimated Results 2023	Approved Budget 2024
Human Resources	18,788	19,492	17,126	19,310
Custodial	1,273	1,168	1,168	1,168
Utilities	740	900	1,140	1,250
Total Information Technology	<u>39,801</u>	<u>40,560</u>	<u>38,434</u>	<u>40,728</u>
Administration/HR Office				
Information Technology	10,820	12,893	21,202	21,768
Custodial	2,921	2,921	2,921	2,921
Utilities	1,239	1,500	2,322	2,500
Total Administration Office	<u>14,980</u>	<u>17,314</u>	<u>26,445</u>	<u>27,189</u>
Dining Services				
Government Affairs Office	4,153	3,483	4,537	4,219
Elections Budget	1,820	2,251	1,820	1,992
Executive Compensation	789	812	812	812
Rent/ Debt Retirement	164,561	164,561	164,491	164,469
Custodial & Loading Dock Attnd	55,149	49,493	49,493	49,493
Utilities & Water	87,580	149,751	87,704	96,000
Garbage	6,108	6,300	5,634	6,300
Pest Control	1,526	1,651	1,578	1,700
Information Technology	88,222	105,129	139,662	143,389
Financial Services	205,525	230,391	193,546	208,190
Administration Overall	36,845	43,420	38,684	41,725
Business and Finance	7,418	8,988	8,326	8,671
Human Resources	182,620	226,588	253,440	249,850
Total Dining Services	<u>842,316</u>	<u>992,818</u>	<u>949,727</u>	<u>976,810</u>
Wildcat Store				
Government Affairs Office	4,152	3,483	4,538	4,220
Elections Budget	1,820	2,251	1,820	1,992
Executive Compensation	789	812	812	812
Rent/ Debt Retirement	400,212	400,212	400,212	393,963
Custodial	18,500	0	0	0
Utilities & Water	43,096	56,581	62,534	56,581
Garbage	1,849	1,940	1,849	1,940
Financial Services	30,407	33,000	33,000	33,000
Business and Finance	7,418	8,988	8,326	8,671
Human Resources	799	894	807	889
Total Wildcat Store	<u>509,042</u>	<u>508,161</u>	<u>513,898</u>	<u>502,068</u>
Total Reimbursement Expense	<u>2,965,005</u>	<u>3,416,160</u>	<u>3,066,602</u>	<u>3,180,350</u>