

CALIFORNIA STATE UNIVERSITY, STANISLAUS  
AUXILIARY AND BUSINESS SERVICES

**OPERATING BUDGET  
FISCAL YEAR 2022-23**

CALIFORNIA STATE UNIVERSITY, STANISLAUS AUXILIARY AND BUSINESS SERVICES  
OPERATING BUDGET FISCAL YEAR 2022-23  
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CALIFORNIA STATE UNIVERSITY STANISLAUS AUXILIARY AND BUSINESS SERVICES

MEMORANDUM

DATE: June 10, 2022

TO: California State University, Stanislaus Auxiliary and Business Services  
Board of Directors

FROM: Dennette Dores, Auxiliary Accounting Manager

SUBJECT: Operating Budget for Fiscal Year 2022-23

**Background:**

Pursuant to the provisions of the *Compilation of Policies and Procedures for California State University Auxiliary Organization* Section 9.8.1, for the Educational Code Section 89904(b), the California State University, Stanislaus Auxiliary and Business Services (ABS) is required to prepare an annual operating budget. The proposed operating budget for 2022-23 includes: General and Administrative activities, the Bookstore, Campus Dining, Residential Life Village, Vended Operations, Investments and Club Colors. ABS's governing Board can accomplish the requirement by reviewing and approving the annual operating budget before the start of each fiscal year. Necessary changes to the approved budgets may be made by the governing Board as the fiscal year progresses.

The budget before you today is based on assumptions, historical performance and judgment of management. ABS uses sound business principles and practices to develop the budget, considering the needs and obligations of the organization.

The following is a summary by department or business operation of the financial budget for 2022-23.

**General & Administrative:**

The General & Administrative department forecast for the current year includes allocated expenses for accounting and auditing services. The forecast reflects no material change compared to the proposed budget for fiscal year 2022-23.

**Bookstore:**

Total revenue for 2022-23 is budgeted for \$195,800. We hope to see commission revenue grow in the upcoming year as students repopulate campus.

**Campus Dining:**

At this time we believe no commission will be earned for 2022-23 and we anticipate commission revenue to return in 2023-24. ABS continues to work with Chartwells to negotiate a new contract.

**Residential Life Village (RLV):**

Revenue and expenses both remain consistent to 2022-23 with revenues projected at \$650,000 and expenses at \$286,547. The final principal payment on debt will be made in 2022-23 for a total of \$325,000.

**Vended Operations:**

ABS anticipates that vending operations will produce a small contribution to the net assets in the coming year as we start to recover from the pandemic. ABS continues to partner to improve vending options in hopes of increasing revenues.

**Investments:**

Current market conditions make it difficult to budget investment income. Expenses are expected to continue at similar levels for 2022-23.

**Club Colors:**

During the 2011-12 year, ABS entered into a commission agreement to purchase logo wear for wholesale purchase and sales (to campus organizations) from an organization identified as Club Colors. ABS has partnered with ASI and USC to expand sales to campus. These organizations have existing infrastructure, personnel and processes to handle actual selling and handling of goods. We will share in the commissions generated by the sales received from club colors and intend to place a markup on the items purchased for other or for local retail sales to produce a net surplus for both organizations. Additionally, we will work on expanding the availability of campus logo wear within the community, exploring options for retail outlets and other sales opportunities.

**Recommendation:**

Management recommends the ABS Board of Directors approve the 2022-23 operating budget.

CALIFORNIA STATE UNIVERSITY, STANISLAUS AUXILIARY AND BUSINESS SERVICES  
2022-2023 Budget Summary

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Commission Revenue	\$ 302,337	\$ 111,357	\$ 147,714	\$ 192,600
Contributions	25,000	10,000	10,000	10,000
Lease Income	650,000	487,500	650,000	650,000
Other Operating Revenues	32,160	515	687	26,680
Royalties	20,000	20,013	20,013	-
Warrior Card Transaction Fee	40	294	392	-
<b>Total Revenues</b>	<b>1,029,537</b>	<b>629,679</b>	<b>828,806</b>	<b>879,280</b>
<b>Expenses</b>				
Accounting and Auditing Fees	299,627	261,208	327,407	399,426
Awards, Gifts and Donations	25,000	-	8,000	12,080
Bank Charges	690	1,143	1,524	525
Cellular usage	-	-	600	600
Contractual Services	4,000	247	247	4,000
Depreciation on Building and Improvements	164,147	123,110	164,147	164,147
Depreciation on Equipment	10,249	7,894	10,525	7,693
Depreciation on Leasehold Improvements	13,930	10,990	14,653	11,757
Direct Overhead-Chancellors Office	12,000	9,000	12,000	11,852
Facilities Charges	7,500	12,498	17,659	16,800
Health and Welfare	11,260	6,186	8,248	11,260
Hospitality	100	-	-	100
Insurance Premiums	9,688	15,729	20,972	12,053
Interest Expense	(19,892)	(12,693)	(19,893)	(9,598)
Legal Expenses	1,000	-	-	1,000
Membership & Dues	584	617	765	787
Other Tax and License Fees	4,450	75	75	150
Postage and Freight	5	1	1	5
Printing & Reproduction	45	367	464	250
Property Insurance Premiums	11,264	1,635	2,180	22,716
Space Rental	253,158	189,868	253,157	253,158
State Pro Rata	6,785	5,089	6,785	5,030
Supplies and Services	500	-	-	1,000
Telephone Usage	155	2,728	3,637	1,912
Training & Professional Development	1,500	-	-	1,785
Travel In State	3,000	-	-	3,000
Utilities-Electric	-	21,675	28,900	14,450
Utilities-Gas	-	606	808	404
Utilities-Water	-	128	171	86
Utilities-Sewage	-	45	60	30
Utilities-Haz Waste Removal	-	178	237	119
Utilities-Other	-	374	499	250
<b>Total Expenses</b>	<b>820,745</b>	<b>658,698</b>	<b>863,828</b>	<b>948,827</b>
<b>Non-Operating Revenue/(Expense):</b>				
CSURMA Dividend Revenue	3,260	3,264	3,264	-
Income from Investment in Laif	-	2,683	3,577	-
Other	-	-	-	-
<b>Total Non-Operating Revenue/(Expense)</b>	<b>3,260</b>	<b>5,947</b>	<b>6,841</b>	<b>-</b>
Transfer to CSUS	(10,430)	-	(9,562)	-
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 201,622</b>	<b>\$ (23,072)</b>	<b>\$ (37,743)</b>	<b>\$ (69,547)</b>

CALIFORNIA STATE UNIVERSITY, STANISLAUS AUXILIARY AND BUSINESS SERVICES  
2022-2023 Budget Summary

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
Add: Non Cash Expenses				
Depreciation Expense - Bldg	164,147	123,110	164,147	164,147
Depreciation Expense - Equipment, F&F	10,249	7,894	10,525	7,693
Depreciation Expense - Leasehold Improvements	13,930	10,990	14,653	11,757
Total Non Cash Expenses	<u>188,326</u>	<u>141,994</u>	<u>189,325</u>	<u>183,597</u>
Less: Cash Outlay for Debt Service				
Principle Payment - Long Term Debt	(310,000)	(325,000)	(325,000)	(325,000)
Total Cash Outlay for Debt Service	<u>(310,000)</u>	<u>(325,000)</u>	<u>(325,000)</u>	<u>(325,000)</u>
Increase (Decrease) in Cash Outlay	<u>\$ 79,948</u>	<u>\$ (206,078)</u>	<u>\$ (173,418)</u>	<u>\$ (210,950)</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
General & Administrative 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Other Operating Revenues	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>				
Accounting & Auditing Fees	74,907	85,319	107,829	103,851
Awards, Gifts & Donations	-	-	-	80
Bank Charges	200	381	508	525
Cellular Usage	-	-	600	600
Direct Overhead-Chancellors Office	12,000	9,000	12,000	11,852
Facilities Charges	-	16	16	-
Health & Welfare	11,260	6,186	8,248	11,260
Hospitality	100	-	-	100
Insurance Premiums	2,422	1,818	2,424	3,134
Membership & Dues	584	617	765	787
Other Tax & License Fees	150	75	75	150
Postage & Freight	5	1	1	5
Printing & Reproduction	45	291	388	-
State Pro Rata Charges	6,785	5,089	6,785	5,030
Supplies and Services	500	-	-	-
Telephone Usage	155	93	124	155
Training & Professional Development	1,500	-	-	1,785
Travel	3,000	-	-	3,000
Total Expenses	<u>113,613</u>	<u>108,886</u>	<u>139,763</u>	<u>142,314</u>
<b>Non-Operating Revenue/(Expense):</b>				
CSURMA Dividend Revenue	3,260	3,264	3,264	-
Total Non-Operating Revenue/(Expense)	<u>3,260</u>	<u>3,264</u>	<u>3,264</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ (110,353)</u>	<u>\$ (105,622)</u>	<u>\$ (136,499)</u>	<u>\$ (142,314)</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Bookstore 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Commission Revenue	\$ 245,000	108,963	\$ 145,000	\$ 185,800
Contributions	25,000	10,000	10,000	10,000
Total Revenues	<u>270,000</u>	<u>118,963</u>	<u>155,000</u>	<u>195,800</u>
<b>Expenses</b>				
Accounting & Auditing Fees	80,475	62,598	78,246	111,840
Awards, Gifts & Donations	25,000	-	8,000	12,000
Facilities Charges	-	569	759	800
Insurance Premiums	2,615	2,732	3,643	3,375
Printing & Reproduction	-	-	-	100
Space Rental	150,154	112,615	150,153	150,154
Total Expenses	<u>258,244</u>	<u>178,514</u>	<u>240,801</u>	<u>278,269</u>
Increase (Decrease) in Net Assets	<u>\$ 11,756</u>	<u>(59,551)</u>	<u>\$ (85,801)</u>	<u>\$ (82,469)</u>



CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Campus Dining 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Commission Revenue	\$ 29,375	-	\$ -	\$ -
Total Revenues	<u>29,375</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>				
Accounting & Auditing Fees	54,358	42,523	52,523	75,891
Contractual Services	4,000	-	-	4,000
Depreciation on Equipment	10,249	7,894	10,525	7,693
Depreciation on Leasehold Improvements	13,930	10,990	14,653	11,757
Facilities Charges	7,500	9,636	13,848	10,500
Insurance Premiums	1,744	2,143	2,857	2,290
Legal Expenses	1,000	-	-	-
Printing & Reproduction	-	76	76	150
Property Insurance Premiums	-	-	-	1,645
Space Rental	103,004	77,253	103,004	103,004
Supplies and Services	-	-	-	1,000
Telephone	-	2,635	3,513	1,757
Utilities-Electric	-	21,675	28,900	14,450
Utilities-Gas	-	606	808	404
Utilities-Water	-	128	171	86
Utilities-Sewage	-	45	60	30
Utilities-Haz Waste Removal	-	178	237	119
Utilities-Other	-	374	499	250
Total Expenses	<u>195,785</u>	<u>176,156</u>	<u>231,674</u>	<u>235,026</u>
Increase (Decrease) in Net Assets	<u>\$ (166,410)</u>	<u>(176,156)</u>	<u>\$ (231,674)</u>	<u>\$ (235,026)</u>
<b>Add: Non Cash Expenses</b>				
Depreciation Expense - Equipment, F&F	10,249	7,894	10,525	7,693
Depreciation Expense - LHI	13,930	10,990	14,653	11,757
Total Non Cash Expenses	<u>24,179</u>	<u>18,884</u>	<u>25,178</u>	<u>19,450</u>
Increase (Decrease) in Cash Outlay	<u>\$ (142,231)</u>	<u>(157,272)</u>	<u>\$ (206,496)</u>	<u>\$ (215,576)</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Residential Life Village 2022-2023 Budget

	<u>Approved Annual Budget 2021-2022</u>	<u>Actuals as of 03/31/2022</u>	<u>Forecast 2021-2022</u>	<u>Proposed Annual Budget 2022-2023</u>
<b>Revenue</b>				
Lease Income	\$ 650,000	\$ 487,500	\$ 650,000	\$ 650,000
Total Revenues	<u>650,000</u>	<u>487,500</u>	<u>650,000</u>	<u>650,000</u>
<b>Expenses</b>				
Accounting & Auditing Fees	76,405	59,568	74,102	101,854
Depreciation on Building and Improvements	164,147	123,110	164,147	164,147
Facilities Charges	-	2,277	3,036	5,000
Insurance Premiums	2,470	8,709	11,612	3,073
Interest Expense & Bond Premium amortization	(19,892)	(12,693)	(19,893)	(9,598)
Legal Expenses	-	-	-	1,000
Property Insurance Premiums	11,264	1,635	2,180	21,071
Total Expenses	<u>234,394</u>	<u>182,606</u>	<u>235,184</u>	<u>286,547</u>
Increase (Decrease) in Net Assets	<u>415,606</u>	<u>304,894</u>	<u>414,816</u>	<u>363,453</u>
<b>Add: Non Cash Expenses</b>				
Depreciation Expense - Building	164,147	123,110	164,147	164,147
Total Non Cash Expenses	<u>164,147</u>	<u>123,110</u>	<u>164,147</u>	<u>164,147</u>
<b>Less: Cash Outlay for Capital Expenditures &amp; Debt Service</b>				
Principle Payment - Long Term Debt	(310,000)	(325,000)	(325,000)	(325,000)
Total Cash Outlay for Capital Expenditures & Debt Service	<u>(310,000)</u>	<u>(325,000)</u>	<u>(325,000)</u>	<u>(325,000)</u>
Increase (Decrease) in Cash Outlay	<u>\$ 269,753</u>	<u>103,004</u>	<u>\$ 253,963</u>	<u>\$ 202,600</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Vended Operations 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Commission Revenue	\$ 24,362	\$ 961	\$ 1,281	\$ 5,000
Other Operating Revenue	32,000	-	-	26,680
Total Revenues	<u>56,362</u>	<u>961</u>	<u>1,281</u>	<u>31,680</u>
<b>Expenses</b>				
Accounting & Auditing Fees	2,997	2,336	2,906	3,994
Facilities charges	-	-	-	500
Insurance Premiums	97	73	97	121
Property Insurance Premiums	-	-	-	-
Total Expenses	<u>3,094</u>	<u>2,409</u>	<u>3,003</u>	<u>4,615</u>
Increase (Decrease) in Net Assets	<u>\$ 53,268</u>	<u>(1,448)</u>	<u>\$ (1,722)</u>	<u>\$ 27,065</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Warrior Card 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
<b>Revenue</b>				
Other Operating Revenue	\$ 160	\$ 515	\$ 687	\$ -
Royalties	20,000	20,013	20,013	-
Warrior Card Transaction Fee	40	294	392	-
<b>Total Revenues</b>	<u>20,200</u>	<u>20,822</u>	<u>21,092</u>	<u>-</u>
<b>Expenses</b>				
Accounting & Auditing Fees	8,989	7,697	10,349	-
Bank Charges	490	762	1,016	-
Contractual Services	-	247	247	-
Insurance Premiums	291	218	291	-
Supplies and Services	-	-	-	-
<b>Total Expenses</b>	<u>9,770</u>	<u>8,924</u>	<u>11,903</u>	<u>-</u>
<b>Non-Operating Revenue/(Expense):</b>				
Income from Investment in LAIF	-	30	40	-
Other	-	-	-	-
<b>Total Non-Operating Revenue/(Expense)</b>	<u>-</u>	<u>30</u>	<u>40</u>	<u>-</u>
Transfer net revenue after expenses to CSUS	(10,430)	-	(9,562)	-
<b>Increase (Decrease) in Net Assets</b>	<u>\$ -</u>	<u>11,928</u>	<u>\$ (333)</u>	<u>\$ -</u>
<b>Add: Non Cash Expenses</b>				
Depreciation Expense - Equipment, F&F	-	-	-	-
<b>Total Non Cash Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Increase (Decrease) in Cash Outlay</b>	<u>\$ -</u>	<u>11,928</u>	<u>\$ (333)</u>	<u>\$ -</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Investments 2022-2023 Budget

	<u>Approved Annual Budget 2021-2022</u>	<u>Actuals as of 03/31/2022</u>	<u>Forecast 2021-2022</u>	<u>Proposed Annual Budget 2022-2023</u>
Revenue				
Other Operating Revenue	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses				
Accounting & Auditing Fees	1,198	934	1,162	1,597
Insurance Premiums	39	29	39	48
Investment Service Charges	-	-	-	-
Other Tax & License Fees	4,300	-	-	-
Total Expenses	<u>5,537</u>	<u>963</u>	<u>1,201</u>	<u>1,645</u>
Non-Operating Revenue/(Expense):				
Income from Investment in LAIF	-	2,653	3,537	-
Interest & Dividend Income	-	-	-	-
Unrealized Gains (Losses)	-	-	-	-
Total Non-Operating Revenue	<u>-</u>	<u>2,653</u>	<u>3,537</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ (5,537)</u>	<u>1,690</u>	<u>\$ 2,336</u>	<u>\$ (1,645)</u>

CALIFORNIA STATE UNIVERSITY STANISLAUS, AUXILIARY AND BUSINESS SERVICES  
Club Colors 2022-2023 Budget

	Approved Annual Budget 2021-2022	Actuals as of 03/31/2022	Forecast 2021-2022	Proposed Annual Budget 2022-2023
Revenue				
Commission Revenue	\$ 3,600	\$ 1,433	\$ 1,433	\$ 1,800
Total Revenues	<u>3,600</u>	<u>1,433</u>	<u>1,433</u>	<u>1,800</u>
Expenses				
Accounting & Auditing Fees	298	233	290	399
Insurance Premiums	10	7	9	12
Total Expenses	<u>308</u>	<u>240</u>	<u>299</u>	<u>411</u>
Increase (Decrease) in Net Assets	<u>\$ 3,292</u>	<u>1,193</u>	<u>\$ 1,134</u>	<u>\$ 1,389</u>