

## ASUCD BUDGET SUMMARY: 2006-2007

Activity: POST OFFICE	#: 8041541	Prepared by: Laureen Rangel
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	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
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### *INCOME*

TOTAL INCOME	93,329	87,274		77,364	82,365	82,365
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### *EXPENSE*

GENERAL ASSISTANCE/BENEFITS	36,017	33,057		35,883	32,470	32,394
ADMINISTRATIVE/PROGRAMMATIC	57,312	54,217		55,217	55,467	55,467
TOTAL EXPENSES	93,329	87,274		91,100	87,937	87,861

### *RECONCILIATION*

SUBSIDY	0	0		13,736	5,572	5,496
TRANSFERS TO/FROM RESERVES						

**INCOME**

		04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
11000							
12000	Contract - USPO	27,364	27,364		27,364	27,365	27,365
13000	Bookstore Orders	45,000	45,000		45,000	45,000	45,000
14000	PO Box Rentals	20,965	14,910		5,000	10,000	10,000
15000							
16000							
17000	Refunds						
18000	Bad Checks						
19000	Over and Short						
	<b>TOTAL INCOME</b>	<b>93,329</b>	<b>87,274</b>		<b>77,364</b>	<b>82,365</b>	<b>82,365</b>

Descriptions for each source of income:

11000

12000 \$2,280.33 x 12 months= \$27,364/United States Post Office Reimbursement

13000 Postage Stamp Orders by UCD Bookstore

14000 Mailbox rentals

15000

16000

200 - SALARIES

JOB TITLE	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
a. Stipend by-Agreement Director - School Year	3,430	3,430		3,528	3,528	3,528
b. Director - Summer	1,176	1,176		1,176	1,176	1,176
c. Assistant Director	2,205	2,205		2,268	2,268	2,268
d. Mail Sorter	0	0		0	0	2,058
e.						
f.						
g.						
h.						
i.						
j.						
k.						
l.						
m.						
n.						
o.						
p.						
Stipend Total	6,811	6,811		6,972	6,972	9,030

Calculations	Starting/ Ending Dates	Weeks	Payrate/Week	# of Weeks Paid	Total
a. Director - School Year	9/24/06-6/14/07	15-52	98	36	3,528
b. Director - Summer	6/26/06-9/15/06	2-13	98	12	1,176
c. Assistant Director	9/24/06-6/14/07	15-52	63	36	2,268
d. Mail Sorter	6/26/06-6/14/07	1-52	42	49	2,058
e.					0
f.					0
g.					0
h.					0
i.					0
j.					0
k.					0
l.					0
m.					0
n.					0
o.					0
p.					0

Weeks Excluded:

a, d: 27, 28

JOB TITLE	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
a. Hourly Cashiers - Summer	3,240	3,780		3,360	3,360	3,360
b. Cashiers - School Year	18,900	19,440		20,880	18,270	18,270
c. Cashiers - Triple Staffing	5,670	0		0	0	0
d. Training Hours	68	81		135	135	135
e. P.O. Box-Sorter		1,688		2,842	2,132	0
f. Longevity Increases	350	360		720	720	720
g.						
h.						
i.						
j.						
k.						
l.						
m.						
n.						
o.						
p.						
Hourly Total	28,228	25,349		27,937	24,617	22,485

Calculations	Starting/ Ending Dates	# of Hours/Week	Payrate/Hour	# of Weeks Paid	Total
a. Cashiers - Summer	6/26/06-9/13/06	40	7.00	12	3,360
b. Cashiers - School Year	9/24/06-6/14/07	70	7.25	36	18,270
c. Cashiers - Triple Staffing					0
d. Training Hours		20	6.75	1	135
e. P.O. Box-Sorter					0
f. Longevity Increases (returning staff - 7)		40	0.50	36	720
g.					0
h.					0
i.					0
j.					0
k.					0
l.					0
m.					0
n.					0
o.					0
p.					0

JOB TITLE	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
Career Employees						
a.						
b.						
c.						
d.						
Career Total	0	0	0	0	0	0

Calculations	Starting/ Ending Dates	# of Months	Payrate/Month	Months x Rates	Total
a.					0
b.					0
c.					0
d.					0

<b>TOTAL GENERAL ASSISTANCE (STIPEND + HOURLY + CAREER)</b>	<b>35,039</b>	<b>32,160</b>	<b>34,909</b>	<b>31,589</b>	<b>31,515</b>
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600 - EMPLOYEE BENEFITS

	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
a. Total Stipend + Hourly Salaries	35,039	32,160		34,909	31,589	31,515
b. Total Career Salaries	0	0		0	0	0
Employee Benefits Casual (a. x 0.0279)	978	897		974	881	879
Employee Benefits Career (b. x .3400)	0	0		0	0	0
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>978</b>	<b>897</b>		<b>974</b>	<b>881</b>	<b>879</b>

**ADMIN/PROGRAMMATIC EXPENSES**

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	04/05 BUDGET	05/06 BUDGET	06/07	PROPOSED	PRESIDENT'S	FINAL APPROVED
30000 Copying & Printing	10	10		10	10	10
31000 Mail						
32000 Office Supplies	400	150		150	150	150
33000 Transportation						
34000 Telephone Equipment	420	500		500	500	500
35000 Telephone Long Distance	125	100		100	100	100
36000 Equipment purchase		400		700	700	700
37000 Repair & Maintenance	450	450		450	450	450
38000						
39000						
40000 Equipment Rental						
50000 Merchandise for Resale						
51000 Services Rendered						
52000 Publicity	150	100		200	300	300
53000 Staff Development	100	150		150	100	100
54000 Meter Head Rental	6,000	4,000		4,000	4,000	4,000
55000 Bookstore Stamp Orders	45,000	45,000		45,000	45,000	45,000
56000						
57000						
58000						
59000						
70000 Allowance for Uncollectables						
71000 Replacement Reserve						
72000 University Recharge	2,500	1,200		1,800	2,000	2,000
90000 Admin Recharge	2,157	2,157		2,157	2,157	2,157
90500 Network Recharge						
91000 ASUCD						
92000 ASUCD						
93000 ASUCD						
<b>TOTAL ADMIN/PROGRAM EXP</b>	<b>57,312</b>	<b>54,217</b>		<b>55,217</b>	<b>55,467</b>	<b>55,467</b>

*Descriptions for each expense on next page*

## *ADMIN/PROGRAMMATIC EXPENSES*

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30000 3rd Floor copying of postal audit forms, etc.  
31000 Mailing  
32000 Tape, mailing tape, printer paper, etc.  
33000  
34000 One telephone line  
35000 Calls to Sacramento Post Office Distribution Center  
36000 Meter tape, meter ink  
37000 Repairs to meter machine  
38000  
39000  
40000  
50000  
51000  
52000 Publicity for new PO Box rentals  
53000 Food for mandatory meetings  
54000 Rental of meter heads (tape machines) - prices are higher than previous director expected  
55000 Bookstore orders of stamps  
56000  
57000  
58000  
59000  
70000  
71000  
72000  
90000  
91000  
92000  
93000