

## ASUCD BUDGET SUMMARY: 2007-2008

|                            |            |                            |
|----------------------------|------------|----------------------------|
| Activity: AS BOOK EXCHANGE | #: 8041101 | Prepared by: Jennifer Dang |
|----------------------------|------------|----------------------------|

|                             | 05/06 BUDGET | 06/07 BUDGET | 07/08 PROPOSED | PRESIDENT'S | FINAL APPROVED |
|-----------------------------|--------------|--------------|----------------|-------------|----------------|
| <b>INCOME</b>               |              |              |                |             |                |
| TOTAL INCOME                | 15,000       | 16,000       | 16,000         | 15,000      | 15,000         |
| <b>EXPENSE</b>              |              |              |                |             |                |
| GENERAL ASSISTANCE/BENEFITS | 6,907        | 6,893        | 6,893          | 6,893       | 6,893          |
| ADMINISTRATIVE/PROGRAMMATIC | 23,722       | 23,567       | 24,166         | 24,166      | 24,166         |
| TOTAL EXPENSES              | 30,629       | 30,460       | 31,059         | 31,059      | 31,059         |
| <b>RECONCILIATION</b>       |              |              |                |             |                |
| SUBSIDY                     | 15,629       | 14,460       | 15,059         | 16,059      | 16,059         |
| TRANSFERS TO/FROM RESERVES  |              |              |                |             |                |

**INCOME**

|       |                          | 05/06 BUDGET  | 06/07 BUDGET  | 07/08 | PROPOSED      | PRESIDENT'S   | FINAL APPROVED |
|-------|--------------------------|---------------|---------------|-------|---------------|---------------|----------------|
| 11000 | Unclaimed Book Exchanges | 2,000         | 3,000         |       | 3,000         | 3,000         | 3,000          |
| 12000 | Service Charge (5%)      | 13,000        | 13,000        |       | 13,000        | 12,000        | 12,000         |
| 13000 |                          |               |               |       |               |               |                |
| 14000 |                          |               |               |       |               |               |                |
| 15000 |                          |               |               |       |               |               |                |
| 16000 |                          |               |               |       |               |               |                |
| 17000 | Refunds                  |               |               |       |               |               |                |
| 18000 | Bad Checks               |               |               |       |               |               |                |
| 19000 | Over and Short           |               |               |       |               |               |                |
|       | <b>TOTAL INCOME</b>      | <b>15,000</b> | <b>16,000</b> |       | <b>16,000</b> | <b>15,000</b> | <b>15,000</b>  |

Descriptions for each source of income:

11000

12000 Approximate Sales= \$86,000/qtr. X 3 qtrs.= \$260,000 - 5% (approx)= \$12,000

13000

14000

15000

16000

200 - SALARIES

| JOB TITLE                           | 05/06 BUDGET | 06/07 BUDGET | 07/08 PROPOSED | PRESIDENT'S  | FINAL APPROVED |
|-------------------------------------|--------------|--------------|----------------|--------------|----------------|
| a. Stipend by-Agreement<br>Director | 3,108        | 2,940        | 2,940          | 2,940        | 2,940          |
| b. Assistant Director               | 1,848        | 1,512        | 1,512          | 1,512        | 1,512          |
| c. Book Exchange Coordinators (2)   | 1,764        | 2,254        | 2,254          | 2,254        | 2,254          |
| d.                                  |              |              |                |              |                |
| e.                                  |              |              |                |              |                |
| f.                                  |              |              |                |              |                |
| g.                                  |              |              |                |              |                |
| h.                                  |              |              |                |              |                |
| i.                                  |              |              |                |              |                |
| j.                                  |              |              |                |              |                |
| k.                                  |              |              |                |              |                |
| l.                                  |              |              |                |              |                |
| m.                                  |              |              |                |              |                |
| n.                                  |              |              |                |              |                |
| o.                                  |              |              |                |              |                |
| <b>Stipend Total</b>                | <b>6,720</b> | <b>6,706</b> | <b>6,706</b>   | <b>6,706</b> | <b>6,706</b>   |

| Calculations                      | Starting/<br>Ending Dates | Weeks | Payrate/Week | # of Weeks Paid | Total |
|-----------------------------------|---------------------------|-------|--------------|-----------------|-------|
| a. Director                       | 9/2/07-6/7/08             | 12-51 | 84           | 35              | 2,940 |
| b. Assistant Director             | 9/2/07-5/31/08            | 12-50 | 56           | 27              | 1,512 |
| c. Book Exchange Coordinators (2) | 9/16/07-5/31/08           | 14-50 | 49           | 23              | 2,254 |
| d.                                |                           |       |              |                 | 0     |
| e.                                |                           |       |              |                 | 0     |
| f.                                |                           |       |              |                 | 0     |
| g.                                |                           |       |              |                 | 0     |
| h.                                |                           |       |              |                 | 0     |
| i.                                |                           |       |              |                 | 0     |
| j.                                |                           |       |              |                 | 0     |
| k.                                |                           |       |              |                 | 0     |
| l.                                |                           |       |              |                 | 0     |
| m.                                |                           |       |              |                 | 0     |
| n.                                |                           |       |              |                 | 0     |
| o.                                |                           |       |              |                 | 0     |

Weeks Excluded:

- a. 23, 27-28, 37, 49
- b. 22-24, 26-28, 36-38, 48-50
- c. 22-24, 26-29, 36-38, 40, 48-50

200 - SALARIES - Cont'd

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| JOB TITLE    | 05/06 BUDGET | 06/07 BUDGET | 07/08 PROPOSED | PRESIDENT'S | FINAL APPROVED |
|--------------|--------------|--------------|----------------|-------------|----------------|
| Hourly       |              |              |                |             |                |
| a.           |              |              |                |             |                |
| b.           |              |              |                |             |                |
| c.           |              |              |                |             |                |
| d.           |              |              |                |             |                |
| e.           |              |              |                |             |                |
| f.           |              |              |                |             |                |
| g.           |              |              |                |             |                |
| h.           |              |              |                |             |                |
| i.           |              |              |                |             |                |
| j.           |              |              |                |             |                |
| k.           |              |              |                |             |                |
| l.           |              |              |                |             |                |
| m.           |              |              |                |             |                |
| n.           |              |              |                |             |                |
| o.           |              |              |                |             |                |
| p.           |              |              |                |             |                |
| Hourly Total | 0            | 0            | 0              | 0           | 0              |

| Calculations | Starting/<br>Ending Dates | # of Hours/Week | Payrate/Hour | # of Weeks Paid | Total |
|--------------|---------------------------|-----------------|--------------|-----------------|-------|
| a.           |                           |                 |              |                 | 0     |
| b.           |                           |                 |              |                 | 0     |
| c.           |                           |                 |              |                 | 0     |
| d.           |                           |                 |              |                 | 0     |
| e.           |                           |                 |              |                 | 0     |
| f.           |                           |                 |              |                 | 0     |
| g.           |                           |                 |              |                 | 0     |
| h.           |                           |                 |              |                 | 0     |
| i.           |                           |                 |              |                 | 0     |
| j.           |                           |                 |              |                 | 0     |
| k.           |                           |                 |              |                 | 0     |
| l.           |                           |                 |              |                 | 0     |
| m.           |                           |                 |              |                 | 0     |
| n.           |                           |                 |              |                 | 0     |
| o.           |                           |                 |              |                 | 0     |
| p.           |                           |                 |              |                 | 0     |

200 - SALARIES - Cont'd

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| JOB TITLE           | 05/06 BUDGET | 06/07 BUDGET | 07/08 PROPOSED | PRESIDENT'S | FINAL APPROVED |
|---------------------|--------------|--------------|----------------|-------------|----------------|
| a. Career Employees |              |              |                |             |                |
| b.                  |              |              |                |             |                |
| c.                  |              |              |                |             |                |
| d.                  |              |              |                |             |                |
| Career Total        | 0            | 0            | 0              | 0           | 0              |

| Calculations | Starting/<br>Ending Dates | # of Months | Payrate/Month | Months x Rates | Total |
|--------------|---------------------------|-------------|---------------|----------------|-------|
| a.           |                           |             |               |                | 0     |
| b.           |                           |             |               |                | 0     |
| c.           |                           |             |               |                | 0     |
| d.           |                           |             |               |                | 0     |

|   |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
| <b>TOTAL GENERAL ASSISTANCE<br/>(STIPEND + HOURLY + CAREER)</b> | <b>6,720</b> | <b>6,706</b> | <b>6,706</b> | <b>6,706</b> | <b>6,706</b> |
|---|--------------|--------------|--------------|--------------|--------------|

600 - EMPLOYEE BENEFITS

|    |  | 05/06 BUDGET | 06/07 BUDGET | 07/08 PROPOSED | PRESIDENT'S | FINAL APPROVED |
|----|--|--------------|--------------|----------------|-------------|----------------|
| a. | Total Stipend + Hourly Salaries        | 6,720        | 6,706        | 6,706          | 6,706       | 6,706          |
| b. | Total Career Salaries                  | 0            | 0            | 0              | 0           | 0              |
|    | Employee Benefits Casual (a. x 0.0279) | 187          | 187          | 187            | 187         | 187            |
|    | Employee Benefits Career (b. x .3400)  | 0            | 0            | 0              | 0           | 0              |
|    | <b>TOTAL EMPLOYEE BENEFITS</b>         | <b>187</b>   | <b>187</b>   | <b>187</b>     | <b>187</b>  | <b>187</b>     |

# ADMIN/PROGRAMMATIC EXPENSES

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|       |                                | 05/06 BUDGET  | 06/07 BUDGET  | 07/08 PROPOSED | PRESIDENT'S   | FINAL APPROVED |
|-------|--------------------------------|---------------|---------------|----------------|---------------|----------------|
| 30000 | Copying & Printing             | 1,000         | 700           | 600            | 600           | 600            |
| 31000 | Mail                           | 10            | 5             | 5              | 5             | 5              |
| 32000 | Office Supplies                | 900           | 600           | 600            | 600           | 600            |
| 33000 | Transportation                 |               |               |                |               |                |
| 34000 | Telephone Equipment            | 376           | 376           | 350            | 350           | 350            |
| 35000 | Telephone Long Distance        |               |               |                |               |                |
| 36000 | Equipment Purchase             | 1,000         | 300           | 400            | 400           | 400            |
| 37000 | Repair & Maintenance           |               |               |                |               |                |
| 38000 |                                |               |               |                |               |                |
| 39000 |                                |               |               |                |               |                |
| 40000 | Equipment Rental               |               |               |                |               |                |
| 50000 | Merchandise for Resale         |               |               |                |               |                |
| 51000 | Services Rendered              | 10,125        | 10,875        | 11,400         | 11,400        | 11,400         |
| 52000 | Publicity                      | 3,000         | 3,400         | 3,500          | 3,500         | 3,500          |
| 53000 | Room Rental                    | 3,240         | 3,240         | 3,240          | 3,240         | 3,240          |
| 54000 |                                |               |               |                |               |                |
| 55000 |                                |               |               |                |               |                |
| 56000 | Staff Development              | 150           | 150           | 150            | 150           | 150            |
| 57000 |                                |               |               |                |               |                |
| 58000 |                                |               |               |                |               |                |
| 59000 |                                |               |               |                |               |                |
| 70000 | Allowance for Uncollectables   |               |               |                |               |                |
| 71000 | Replacement Reserve            |               |               |                |               |                |
| 72000 | University Recharge            |               |               |                |               |                |
| 90000 | Admin Recharge                 | 1,348         | 1,348         | 1,348          | 1,348         | 1,348          |
| 90500 | Network Recharge               | 2,573         | 2,573         | 2,573          | 2,573         | 2,573          |
| 92000 | ASUCD                          |               |               |                |               |                |
| 93000 | ASUCD                          |               |               |                |               |                |
|       | <b>TOTAL ADMIN/PROGRAM EXP</b> | <b>23,722</b> | <b>23,567</b> | <b>24,166</b>  | <b>24,166</b> | <b>24,166</b>  |

*Descriptions for each expense on next page*

## *ADMIN/PROGRAMMATIC EXPENSES*

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30000 Vouchers (3-part NCR, numbered), directional signs, subject signs, policy signs  
31000 Mailing of Vouchers  
32000 Address labels, receipt paper, writing utensils, name tags, zip ties, scissors, plastic sheeting, thermal paper, tape (blue, thermal, scotch, packaging, duct)  
33000  
34000 \$31/mth x 12 mths (includes voicemail @ \$4/mth)  
35000 \$10/mth for local toll charges x \$20/mth for long distance phone calls to customers and suppliers  
36000 Dymo label writers, network cards, mice, scanners repair/replacement  
37000  
38000  
39000  
40000  
50000  
51000 490 hrs. x \$7.75/hr x 3 qtrs  
52000 Flyers, boards, Cal Aggie ads, stakes, posters  
53000 \$90/day x 11 days= \$990 x 3 qtrs  
54000 Account used by Cashier's Office when charging for cashing of Book Exchange vouchers  
55000  
56000 Dinner for employees once per quarter  
57000  
58000  
59000