

ASUCD BUDGET SUMMARY: 2007-2008

Activity: POST OFFICE	#: 8041541	Prepared by: Nancy Perez
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	05/06 BUDGET	06/07 BUDGET	07/08	PROPOSED	PRESIDENT'S	FINAL APPROVED
<i>INCOME</i>						
TOTAL INCOME	87,274	82,365		85,765	85,765	85,765
<i>EXPENSE</i>						
GENERAL ASSISTANCE/BENEFITS	33,057	32,394		32,619	32,619	32,619
ADMINISTRATIVE/PROGRAMMATIC	54,217	55,467		55,317	55,318	55,318
TOTAL EXPENSES	87,274	87,861		87,936	87,937	87,937
<i>RECONCILIATION</i>						
SUBSIDY	0	5,496		2,171	2,172	2,172
TRANSFERS TO/FROM RESERVES						

INCOME

		05/06 BUDGET	06/07 BUDGET	07/08	PROPOSED	PRESIDENT'S	FINAL APPROVED
11000							
12000	Contract - USPO	27,364	27,365		38,565	38,565	38,565
13000	Bookstore Orders	45,000	45,000		45,000	45,000	45,000
14000	PO Box Rentals	14,910	10,000		2,200	2,200	2,200
15000							
16000							
17000	Refunds						
18000	Bad Checks						
19000	Over and Short						
	TOTAL INCOME	87,274	82,365		85,765	85,765	85,765

Descriptions for each source of income:

11000

12000 \$3,213.75 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	05/06 BUDGET	06/07 BUDGET	07/08	PROPOSED	PRESIDENT'S	FINAL APPROVED
a. Stipend by-Agreement Director - School Year	3,430	3,528		3,528	3,528	3,528
b. Director - Summer	1,176	1,176		1,176	1,176	1,176
c. Assistant Director	2,205	2,268		2,268	2,268	2,268
d. Mail Sorter	0	2,058		2,058	2,058	2,058
e.						
f.						
g.						
h.						
i.						
j.						
k.						
l.						
m.						
n.						
o.						
p.						
Stipend Total	6,811	9,030		9,030	9,030	9,030

Calculations	Starting/ Ending Dates	Weeks	Payrate/Week	# of Weeks Paid	Total
a. Director - School Year	9/23/07-6/14/08	15-52	98	36	3,528
b. Director - Summer	6/24/07-9/15/07	2-13	98	12	1,176
c. Assistant Director	9/23/07-6/14/08	15-52	63	36	2,268
d. Mail Sorter	6/17/07-6/14/08	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	05/06 BUDGET	06/07 BUDGET	07/08	PROPOSED	PRESIDENT'S	FINAL APPROVED
Hourly						
a. Cashiers - Summer	3,780	3,360		3,420	3,420	3,420
b. Cashiers - School Year	19,440	18,270		18,414	18,414	18,414
c. Training Hours	81	135		150	150	150
P.O. Box Sorter	1,688	0		0	0	0
d. Longevity Increases	360	720		720	720	720
e.						
f.						
g.						
h.						
i.						
j.						
k.						
l.						
m.						
n.						
o.						
Hourly Total	25,349	22,485		22,704	22,704	22,704

Calculations	Starting/ Ending Dates	# of Hours/Week	Payrate/Hour	# of Weeks Paid	Total
a. Cashiers - Summer	6/24/07-9/15/07	38	7.50	12	3,420
b. Cashiers - School Year	9/23/07-6/14/08	66	7.75	36	18,414
c. Training Hours		20	7.50	1	150
d. Longevity Increases		40	0.50	36	720
e.					0
f.					0
g.					0
h.					0
i.					0
j.					0
k.					0
l.					0
m.					0
n.					0
o.					0
p.					0

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

TOTAL GENERAL ASSISTANCE (STIPEND + HOURLY + CAREER)	32,160	31,515	31,734	31,734	31,734
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600 - EMPLOYEE BENEFITS

	05/06 BUDGET	06/07 BUDGET	07/08 PROPOSED	PRESIDENT'S	FINAL APPROVED
a. Total Stipend + Hourly Salaries	32,160	31,515	31,734	31,734	31,734
b. Total Career Salaries	0	0	0	0	0
Employee Benefits Casual (a. x 0.0279)	897	879	885	885	885
Employee Benefits Career (b. x .3400)	0	0	0	0	0
TOTAL EMPLOYEE BENEFITS	897	879	885	885	885

ADMIN/PROGRAMMATIC EXPENSES

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		05/06 BUDGET	06/07 BUDGET	07/08	PROPOSED	PRESIDENT'S	FINAL APPROVED
30000	Copying & Printing	10	10		10	11	11
31000	Mail						
32000	Office Supplies	150	150		300	300	300
33000	Transportation						
34000	Telephone Equipment	500	500		500	500	500
35000	Telephone Long Distance	100	100		100	100	100
36000	Equipment purchase	400	700		400	400	400
37000	Repair & Maintenance	450	450		450	450	450
38000							
39000							
40000	Equipment Rental						
50000	Merchandise for Resale						
51000	Services Rendered						
52000	Publicity	100	300		300	300	300
53000	Staff Development	150	100		100	100	100
54000	Meter Head Rental	4,000	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	1,200	2,000		2,000	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						
	TOTAL ADMIN/PROGRAM EXP	54,217	55,467		55,317	55,318	55,318

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