



2009-2010 Faculty Student Association Operating Budget

Administrative Office Expenses-Schedule F-1

	2009-2010 Budget	2008-2009 Budget
<u>Administrative Office Expenses</u>		
Salaries, Wages and Employee Benefits	\$1,252,083	\$1,241,140
Advertising	2,000	2,000
Armored car service	6,300	6,000
Auditing	17,500	15,000
Bad Debts	1,000	1,000
Computer Services & Systems Maintenance	50,404	46,297
Depreciation - Corporate owned	75,776	92,819
Depreciation - Leasehold	29,472	47,472
Dues & Subscriptions	4,000	4,000
Employee Education and Training	6,000	6,000
Employee Recognition	7,000	7,000
Insurance	133,000	118,000
Interest Expense	217,000 a	309,000
Legal	25,000	20,000
Office Supplies and Expenses	46,250	40,000
Postage	11,000 b	5,000
Printing	6,000	10,000
Professional Services	50,000	50,000
Repairs and Maintenance (Equipment)	10,000	8,760
Service Charges and Bank Fees	15,000	13,000
Tax Return Filing Fees	1,000	1,000
Telephone	11,000	10,000
Travel, Mileage	18,000	15,000
Utilities and Space Use Assessment	14,257 c	5,484
Total Administrative Office Expenses	<u>\$2,009,041</u>	<u>\$2,073,972</u>
<u>Administrative Expenses Allocated to:</u>		
Food Service	\$1,286,281	\$1,327,853
Campus Store	420,142	433,720
Vending	17,370	17,931
D-Summary-Support Services	114,151	117,840
Total Allocated Administrative Expenses	<u>\$1,837,943 d</u>	<u>\$1,897,344</u>
Unallocated Administrative Office Expense	<u>\$171,098</u>	<u>\$176,628</u>

Notes:

- a Consolidated loans and liquidated CDs pledged as collateral.
- b Mailing of meal plan and debit account enrollment cards. New campus electronic billing creates the need for FSA to mail directly to students.
- c Proportional share of \$200,000 increase in space and utility assessment by campus.
- d Administrative Allocation-Method Used: Allocated to cost centers based on a factored percentage method.