

ASC BUDGET 2019-2020

APPROVED BY ASC BOARD OF DIRECTORS 06/20/19

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RESOLUTION

OPERATING BUDGET & CAPITAL OUTLAY, FISCAL YEAR 2019-20

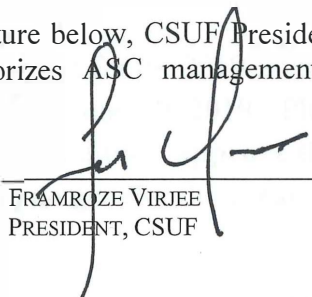
WHEREAS, the CSU Fullerton Auxiliary Services Corporation (ASC) operates on a fiscal year beginning July 1st and ending June 30; and

WHEREAS, the CSU Fullerton ASC Board of Directors approves operating and capital outlay budgets for each fiscal year; and

WHEREAS, said budget also includes a University Needs component which is intended to enable the University to further its educational mission in a manner consistent with the stated public relations policies of both the ASC and the University; therefore

BE IT RESOLVED that the Board of Directors of the CSU Fullerton Auxiliary Services Corporation approves the attached operating and capital outlay budgets for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

BE IT FURTHER RESOLVED that with his signature below, CSUF President Framoze Virjee signifies his approval of said budget and authorizes ASC management to proceed with implementation effective July 1, 2019.



 FRAMOZE VIRJEE
 PRESIDENT, CSUF

* * * * *

I, Rosalina Davis, Secretary of CSU Fullerton Auxiliary Services Corporation, incorporated under the laws of the State of California, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said Corporation at a meeting duly held June 20, 2019, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the Bylaws of said Corporation.



 ROSALINA DAVIS
 SECRETARY

2019-2020 BUDGET OVERVIEW

BACKGROUND. Management has worked closely with the Executive Committee through two drafts of the proposed budget over the past two months, and now seeks the Board of Director's discussion and approval regarding the final draft of the Fiscal Year 2019/2020 Budget. Attached you will find overviews for the following ASC divisions.

1. Overall Budget for ASC (including non-ASC operations) – informational only
2. Consolidated Budget for ASC operations
3. Capital Outlay
4. Fund 10 – Administration
5. Fund 20 – Building
6. Fund 40 – Dining Services
7. Fund 40 – Titan Shops

GOALS. The following management goals align with CSUF Administration and Finance division and the University's Strategic Plan.

1. Identify areas on campus for new convenience and food locations
2. Increase training of staff regarding human resource topics
3. Complete negotiation of Indirect Cost rate for Sponsored Programs
4. Create opportunities to increase collaboration with campus through activities, meet and greets, or open houses
5. Use customer service survey feedback to improve ASC operations
6. Operational self-sufficiency and going concern
7. Improve overall operational cash flow
8. Complete Titan Hall and facilitate campus moves
9. Review, update policies, procedures, and forms

ASSUMPTIONS. The following are the assumptions applied to develop the proposed budget.

1. Administrative fee held at 6%
2. 3% merit pool included
3. Conference/meeting travel reimbursement, minimal training expense included
4. No additional sales as a result of Little Professor Bookstore (off-campus competitor) closing, effective September 2019
5. Titan Hall commencing in August 2019
6. Mihaylo Hall Starbucks with a three-month construction timeline, starting July 2019
7. Lease extension with purchaser of WSU, August through December 2019

DISCRETIONARY ITEMS

1. Administrative fee, each basis point increase, increase net income by an estimated \$30K
2. 3% merit pool consists of \$175K (amount includes benefits)
 - a. Directors account for \$60K
 - b. Management accounts for \$40K
 - c. Staff account for \$75K
 - d. Every 1% of the pool equates to approximately \$60K
3. Conference/meeting travel reimbursement, minimal training expense is \$33K
4. Employee Development
 - a. Educational Reimbursement is \$39K
 - b. ASC Textbook Program is \$90K
5. Potential additional sales as a result of Little Professor Bookstore (off-campus competitor) closing, effective July 2019 anticipated to be \$250K

DISCUSSION. The FY19/20 Budget has sales of \$20.0M (\$551,870 or 2.8% increase over FY18/19 Forecast). Keep in mind that in FY18/19 Titan Shops had a significant drop in sales during the fall semester, which is not expected to occur again. Additionally, no course material sales have been budgeted resulting from Little Professor closing. Pieology did not operate a full cycle last year and Starbucks closed during the anticipated three-month (July through August) remodel construction. The workforce reductions and the inclusion of the merit pool represent the decrease of payroll expense from 45% to 42% (of sales). ASC added an additional Starbucks' manager (in September) to the budget as Starbucks is now enforcing the obligation that each store have its own manager. The FY19/20 net deficit budgeted for ASC operations now reflects a deficit of (\$184,851).

The following Capital Requests are included in the first draft of the Budget. Approved in prior year fiscal budgets, the following carry-forward requests remain in the budget.

1. Roscoes Pub and Deli (in January), \$500K
2. Starbucks Library Refresh, \$300K – will be re-requested in FY20/21
3. Starbucks Mihalyo Hall Remodel, \$600K – estimated at \$900K (FY19/20 project)

The Budget includes the following new requests for review and discussion.

4. Titan Hall – Pending overrun with change-orders, \$500K
5. University Gables – from community reserves
 - a. Vinyl Fencing, phase 2 of 2 (in August), \$120K
 - b. Paint Stucco/Facia Boards/Doors/Garages (in September), \$195K
 - c. Street re-slurry in (October), \$13K
6. Property – College Park Turbocor Unit Replacement (in September), \$52K
7. Property – College Park Split System for Basement Telecom AC (in November), \$35K

Note: Titan Shops pending quote for relocation of Brief Stop from Langsdorf Hall to University Hall not included in the budget. Pending cost estimates from the campus, management will present the capital request to the Board outside the budget process.



**CSU Fullerton Auxiliary Services Corporation
For Proposed Budget Year 2019-2020
Period Ending May 2019**

	Prior FY Actual 17-18	Current Year YTD 18-19	Current Year Budget 18-19	Proposed Budget 19-20
General and Buildings				
Administration	\$ (1,374,080)	\$ (1,198,181)	\$ (1,372,289)	\$ (1,129,220)
Buildings	\$ 1,721,343	\$ 1,566,337	\$ 1,817,641	\$ 1,121,988
Subtotal General & Buildings	\$ 347,263	\$ 368,156	\$ 445,352	\$ (7,232)
Auxiliary Enterprises				
Dining Services	\$ (89,187)	\$ (212,794)	\$ 239,199	\$ (385,706)
Titan Shops	\$ 122,345	\$ 291,764	\$ 258,409	\$ 208,087
Subtotal Auxiliary Enterprises	\$ 33,158	\$ 78,970	\$ 497,608	\$ (177,619)
Net Surplus/(Deficit) for General, Buildings and Enterprises /Other Activities	\$ 380,421	\$ 447,126	\$ 942,960	\$ (184,851)
UEE & Campus Programs	\$ (615,552)	\$ (137,009)	\$ (229,745)	\$ 166,994
Designated Funds and Other	\$ 727,252	\$ 70,085	\$ (347,302)	\$ -
Subtotal Other Activities	\$ 111,700	\$ (66,924)	\$ (577,047)	\$ 166,994
Total Net Surplus/(Deficit)	\$ 492,121	\$ 380,202	\$ 365,913	\$ (17,857)

CSU Fullerton Auxiliary Services Corporation
 Consolidated Budget Comparison Summary
 For Proposed Budget Year 2019-2020
 Fund 10,20,40 - Auxiliary Services Corporation

	Prior FY		Forecast		Current		Proposed	
	Actual	%	18-19	%	Year Budget	%	Budget	%
	17-18				18-19		19-20	
Sales								
Sales	20,052,056	99%	19,420,533	100%	22,499,935	100%	20,003,759	100%
Other Income	111,248	1%	31,356	0%	76,943	0%	-	0%
Total Sales	20,163,304	100%	19,451,889	100%	22,576,878	100%	20,003,759	100%
Cost of Goods Sold								
Cost of Sales	11,815,875	59%	11,981,523	62%	13,350,102	59%	12,243,344	61%
Total Cost of Goods Sold	11,815,875	59%	11,981,523	62%	13,350,102	59%	12,243,344	61%
Payroll Expense								
Salaries and Wages	7,220,587	36%	7,199,294	37%	7,351,095	33%	6,828,067	34%
Benefits	1,687,210	8%	1,636,457	8%	1,745,068	8%	1,601,203	8%
Total Payroll Expense	8,907,797	44%	8,835,751	45%	9,096,163	40%	8,429,270	42%
Operating Expenses								
Advertising & Promotion	180,305	1%	111,866	1%	191,414	1%	143,963	1%
Communications	105,732	1%	131,352	1%	111,249	0%	110,066	1%
Taxes & Licenses	48,377	0%	92,888	0%	138,501	1%	92,924	0%
Commission & Royalty	424,337	2%	432,682	2%	504,395	2%	482,236	2%
Supplies	294,295	1%	294,771	2%	295,695	1%	286,993	1%
Depreciation	2,138,372	11%	2,301,381	12%	2,657,275	12%	2,869,938	14%
Bank and Discount Charges	648,194	3%	576,153	3%	657,957	3%	572,026	3%
Insurance	287,450	1%	318,550	2%	288,667	1%	324,540	2%
Debt Service & Interest Exp.	2,359,475	12%	2,278,556	12%	2,278,552	10%	2,201,176	11%
Audit and Legal	48,284	0%	99,968	1%	82,864	0%	130,388	1%
Repairs and Maintenance	2,125,568	11%	1,980,702	10%	2,169,867	10%	2,220,670	11%
Merchant Supplies	342,709	2%	319,097	2%	342,031	2%	262,806	1%
Donations & Scholarships	104,689	1%	84,984	0%	110,918	0%	78,308	0%
Rentals	715,162	4%	756,031	4%	726,383	3%	680,586	3%
Professional Serv/Consultants	599,796	3%	715,079	4%	663,363	3%	636,732	3%
Conference & Travel	72,662	0%	48,586	0%	59,771	0%	32,615	0%
Utilities	1,328,659	7%	1,235,623	6%	1,510,907	7%	1,609,358	8%
Employee Development	276,606	1%	306,957	2%	288,924	1%	305,670	2%
Other Direct Costs	925,397	5%	1,362,236	7%	975,165	4%	996,938	5%
Departmental Allocation	1,546,025	8%	1,190,250	6%	998,435	4%	1,164,004	6%
Public Relations	68,333	0%	55,138	0%	47,941	0%	30,642	0%
Administrative Fee	1,451,696	7%	1,367,340	7%	1,550,505	7%	1,421,430	7%
Equipment Rental/Expense	102,141	1%	83,666	0%	81,859	0%	70,399	0%
Total Operating Expenses	16,194,264	80%	16,143,856	83%	16,732,638	74%	16,724,408	84%
Commission Income								
Commissions Income	711,954	4%	686,420	4%	693,142	3%	705,940	4%
Total Commission Income	711,954	4%	686,420	4%	693,142	3%	705,940	4%
Other Income								
Unrealized Gain/Loss Investmnt	4,664	0%	15,659	0%	240	0%	6,000	0%
Administrative Services	1,866,017	9%	1,722,323	9%	1,989,846	9%	1,725,703	9%
Indirect Cost Recoveries	2,590,391	13%	2,305,000	12%	2,170,008	10%	2,340,000	12%
Program Income	-	0%	705	0%	-	0%	-	0%
Investment/Interest Income	28,598	0%	16,707	0%	36,432	0%	135,620	1%
Rental Income	10,408,369	52%	10,665,506	55%	11,182,153	50%	11,087,411	55%
Other Income	1,525,060	8%	1,725,652	9%	1,473,164	7%	1,207,738	6%
Total Other Income	16,423,099	81%	16,451,552	85%	16,851,843	75%	16,502,472	82%
Net Income / (Loss)	380,421	2%	(371,269)	-2%	942,960	4%	(184,851)	-1%



2019-2020 Capital Outlay

Real Property Operations

Titan Hall Tenant Improvements	500,000	
Gables	328,300	
College Park	87,000	
Total Real Property Operations		915,300

Total Capital Requested - Fiscal year 2019-2020		\$ 915,300
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Prior Year Capital Budget Carry Forward

Dining services	1,400,000	
Bookstore	-	
Real Property	-	
Total Capital Carry Forward		\$ 1,400,000

Total FY19/20 Proposed Capital and Prior Year Carry Forward		\$ 2,315,300
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CSU Fullerton Auxiliary Services Corporation
Consolidated Budget Comparison Summary
For Proposed Budget Year 2019-2020

Fund 10 - Administration

	Prior FY Actual 17-18	Forecast 18-19	Current Year Budget 18-19	Proposed Budget 19-20
Sales				
Payroll Expense				
Salaries and Wages	2,542,569	2,561,085	2,632,147	2,358,639
Benefits	706,971	708,486	748,441	742,523
Total Payroll Expense	<u>3,249,540</u>	<u>3,269,571</u>	<u>3,380,588</u>	<u>3,101,162</u>
Operating Expenses				
Advertising & Promotion	935	0	880	0
Communications	26,256	29,017	30,075	30,077
Taxes & Licenses	3,782	4,025	3,704	4,014
Supplies	29,211	26,290	32,112	28,250
Depreciation	29,993	23,914	25,052	18,672
Bank and Discount Charges	17,930	14,466	23,796	15,000
Insurance	18,989	27,671	18,924	28,584
Audit and Legal	42,344	73,555	77,464	79,008
Repairs and Maintenance	82,951	120,928	141,237	126,874
Merchant Supplies	26	352	1,500	360
Donations & Scholarships	30,667	26,222	33,318	27,500
Rentals	536,180	545,882	536,184	479,664
Professional Serv/Consultants	81,953	86,889	77,540	85,996
Conference & Travel	49,642	31,045	43,214	15,146
Employee Development	177,051	196,431	164,948	211,585
Other Direct Costs	18,184	29,545	21,128	18,008
Departmental Allocation	1,546,025	1,190,250	998,435	1,164,004
Public Relations	55,435	27,648	35,830	9,780
Equipment Rental/Expense	12,310	17,107	17,230	18,442
Total Operating Expenses	<u>2,759,864</u>	<u>2,471,237</u>	<u>2,282,571</u>	<u>2,360,964</u>
Commission Income				
Commissions Income	80,253	111,800	80,240	96,500
Total Commission Income	<u>80,253</u>	<u>111,800</u>	<u>80,240</u>	<u>96,500</u>
Other Income				
Administrative Services	1,866,017	1,722,323	1,989,846	1,725,703
Indirect Cost Recoveries	2,590,391	2,305,000	2,170,008	2,340,000
Program Income	0	705	0	0
Investment/Interest Income	26,683	16,707	33,792	135,620
Other Income	71,980	43,224	16,984	35,083
Total Other Income	<u>4,555,071</u>	<u>4,087,959</u>	<u>4,210,630</u>	<u>4,236,406</u>
Net Income / (Loss)	<u>(1,374,078)</u>	<u>(1,541,049)</u>	<u>(1,372,289)</u>	<u>(1,129,220)</u>

CSU Fullerton Auxiliary Services Corporation
Consolidated Budget Comparison Summary
For Proposed Budget Year 2019-2020

Fund 20 - Building

	Prior FY Actual 17-18	Forecast 18-19	Current Year Budget 18-19	Proposed Budget 19-20
Sales				
Payroll Expense				
Salaries and Wages	258,418	228,065	217,796	228,175
Benefits	107,899	88,068	88,010	91,854
Total Payroll Expense	<u>366,317</u>	<u>316,133</u>	<u>305,806</u>	<u>320,029</u>
Operating Expenses				
Communications	14,887	7,524	7,404	7,896
Taxes & Licenses	34,895	80,775	126,562	83,379
Supplies	61,815	61,892	77,000	83,360
Depreciation	1,762,221	1,781,833	2,074,632	2,247,966
Bank and Discount Charges	44,085	45,701	39,996	39,996
Insurance	224,114	237,027	229,152	244,140
Debt Service & Interest Exp.	2,359,475	2,278,556	2,278,552	2,201,176
Audit and Legal	5,940	26,413	5,400	51,380
Repairs and Maintenance	1,488,026	1,439,735	1,553,391	1,644,673
Professional Serv/Consultants	248,002	332,483	376,672	378,124
Conference & Travel	4,161	5,064	3,024	4,044
Utilities	1,004,389	889,932	1,137,254	1,257,696
Other Direct Costs	880,196	1,166,291	924,996	965,004
Administrative Fee	779,742	780,259	828,447	805,022
Equipment Rental/Expense	22,589	5,522	4,020	1,680
Total Operating Expenses	<u>8,934,537</u>	<u>9,139,007</u>	<u>9,666,502</u>	<u>10,015,536</u>
Commission Income				
Other Income				
Unrealized Gain/Loss Investmnt	4,664	15,659	240	6,000
Investment/Interest Income	1,915	0	2,640	0
Rental Income	10,142,698	10,427,027	10,942,497	10,847,307
Other Income	872,920	660,977	844,572	604,246
Total Other Income	<u>11,022,197</u>	<u>11,103,663</u>	<u>11,789,949</u>	<u>11,457,553</u>
Net Income / (Loss)	<u>1,721,350</u>	<u>1,648,523</u>	<u>1,817,641</u>	<u>1,121,988</u>

CSU Fullerton Auxiliary Services Corporation
Consolidated Budget Comparison Summary
For Proposed Budget Year 2019-2020

Fund 40 - Dining Services

	Prior FY Actual 17-18	Forecast 18-19	Current Year Budget 18-19	Proposed Budget 19-20
Sales				
Sales	6,424,046	5,816,768	7,166,792	5,851,823
Other Income	111,248	31,356	76,943	0
Total Sales	<u>6,535,294</u>	<u>5,848,124</u>	<u>7,243,735</u>	<u>5,851,823</u>
Cost of Goods Sold				
Cost of Sales	2,195,105	2,082,197	2,399,978	1,975,449
Total Cost of Goods Sold	<u>2,195,105</u>	<u>2,082,197</u>	<u>2,399,978</u>	<u>1,975,449</u>
Payroll Expense				
Salaries and Wages	2,300,323	2,275,092	2,276,125	2,213,871
Benefits	471,360	476,856	491,771	437,404
Total Payroll Expense	<u>2,771,683</u>	<u>2,751,948</u>	<u>2,767,896</u>	<u>2,651,275</u>
Operating Expenses				
Advertising & Promotion	76,939	62,700	75,217	62,018
Communications	17,711	35,057	19,059	15,891
Taxes & Licenses	7,074	6,414	4,732	3,988
Commission & Royalty	372,249	391,873	447,045	437,364
Supplies	99,817	112,219	93,460	82,516
Depreciation	244,453	289,765	338,525	406,512
Bank and Discount Charges	268,480	240,017	275,328	241,991
Insurance	19,883	26,346	18,931	24,312
Repairs and Maintenance	213,191	182,363	204,681	175,967
Merchant Supplies	261,197	258,765	252,217	197,673
Donations & Scholarships	10,712	7,745	4,500	708
Rentals	116,207	144,618	124,771	135,494
Professional Serv/Consultants	67,991	104,292	67,033	23,034
Conference & Travel	11,247	9,469	9,438	7,250
Utilities	190,579	190,166	211,534	191,857
Employee Development	42,186	54,815	67,515	45,280
Other Direct Costs	6,171	154,114	4,863	934
Public Relations	1,066	7,072	1,707	327
Administrative Fee	251,892	230,138	277,914	229,190
Equipment Rental/Expense	40,280	47,689	34,866	24,987
Total Operating Expenses	<u>2,319,325</u>	<u>2,555,637</u>	<u>2,533,336</u>	<u>2,307,293</u>
Commission Income				
Commissions Income	366,135	344,699	364,652	338,816
Total Commission Income	<u>366,135</u>	<u>344,699</u>	<u>364,652</u>	<u>338,816</u>
Other Income				
Rental Income	109,098	173,077	150,580	177,672
Other Income	186,399	471,460	181,442	180,000
Total Other Income	<u>295,497</u>	<u>644,537</u>	<u>332,022</u>	<u>357,672</u>
Net Income / (Loss)	<u>(89,186)</u>	<u>(552,422)</u>	<u>239,199</u>	<u>(385,706)</u>

CSU Fullerton Auxiliary Services Corporation
Consolidated Budget Comparison Summary
For Proposed Budget Year 2019-2020

Fund 40 - Titan shops

	Prior FY Actual 17-18	Forecast 18-19	Current Year Budget 18-19	Proposed Budget 19-20
Sales				
Sales	13,628,010	13,603,765	15,333,143	14,151,936
Total Sales	<u>13,628,010</u>	<u>13,603,765</u>	<u>15,333,143</u>	<u>14,151,936</u>
Cost of Goods Sold				
Cost of Sales	9,620,770	9,899,326	10,950,124	10,267,895
Total Cost of Goods Sold	<u>9,620,770</u>	<u>9,899,326</u>	<u>10,950,124</u>	<u>10,267,895</u>
Payroll Expense				
Salaries and Wages	2,119,277	2,135,052	2,225,027	2,027,382
Benefits	400,980	363,047	416,846	329,422
Total Payroll Expense	<u>2,520,257</u>	<u>2,498,099</u>	<u>2,641,873</u>	<u>2,356,804</u>
Operating Expenses				
Advertising & Promotion	102,431	49,166	115,317	81,945
Communications	46,878	59,754	54,711	56,202
Taxes & Licenses	2,626	1,674	3,503	1,543
Commission & Royalty	52,088	40,809	57,350	44,872
Supplies	103,452	94,370	93,123	92,867
Depreciation	101,705	205,869	219,066	196,788
Bank and Discount Charges	317,699	275,969	318,837	275,039
Insurance	24,464	27,506	21,660	27,504
Repairs and Maintenance	341,400	237,676	270,558	273,156
Merchant Supplies	81,486	59,980	88,314	64,773
Donations & Scholarships	63,310	51,017	73,100	50,100
Rentals	62,775	65,531	65,428	65,428
Professional Serv/Consultants	201,850	191,415	142,118	149,578
Conference & Travel	7,612	3,008	4,095	6,175
Utilities	133,691	155,525	162,119	159,805
Employee Development	57,369	55,711	56,461	48,805
Other Direct Costs	20,846	12,286	24,178	12,992
Public Relations	11,832	20,418	10,404	20,535
Administrative Fee	420,062	356,943	444,144	387,218
Equipment Rental/Expense	26,962	13,348	25,743	25,290
Total Operating Expenses	<u>2,180,538</u>	<u>1,977,975</u>	<u>2,250,229</u>	<u>2,040,615</u>
Commission Income				
Commissions Income	265,566	229,921	248,250	270,624
Total Commission Income	<u>265,566</u>	<u>229,921</u>	<u>248,250</u>	<u>270,624</u>
Other Income				
Rental Income	156,573	65,402	89,076	62,432
Other Income	393,761	549,991	430,166	388,409
Total Other Income	<u>550,334</u>	<u>615,393</u>	<u>519,242</u>	<u>450,841</u>
Net Income / (Loss)	<u>122,339</u>	<u>73,679</u>	<u>258,409</u>	<u>208,087</u>

Conference and Travel Expense FY19/20									
Department	Conference	Location	Month	# of days	Attendee	Cost	Comments		
Admin	AORMA	San Diego	September	2	Chuck	\$ -			
Admin	AOA CEO	Los Angeles	October	2	Chuck	\$ 100	Board member, organization reimburses all costs		
Admin	NACAS	Phoenix	November	2	Chuck	\$ 1,000			
Admin	AORMA	San Francisco	November	1	Chuck	\$ -	Board member, organization reimburses all costs		
Admin	AORMA	Newport Beach	December	1	Chuck	\$ -	Board member, organization reimburses all costs		
Admin	AOA	San Diego	January	2	Chuck	\$ 1,000			
Admin	AOA CEO	TBD	April	2	Chuck	\$ 100			
Subtotal						\$ 2,200			
Dining Services	NACAS	Anaheim	July/August	2	Tony	\$ -	Foundation Board Member Summer Meetings; 100% Reimbursed to ASC --July 31-Aug. 1		
Dining Services	NACAS	Phoenix	November	3	Tony	\$ 1,500	Foundation Board Member--Annual Conference--November 2-6		
Dining Services	NACAS	Tucson	January	4	Tony	\$ -	Foundation Board Member-Leadership Team Training (LTM); 100% Reimbursed to ASC--January 27-31		
Dining Services	misc	various			staff	\$ 5,750			
Subtotal						\$ 7,250			
Titan Shops	ICBA	Chicago	July	3	Kim	\$ -	Board member, organization reimburses all costs		
Titan Shops	ICBA	Tucson	February	3	Kim	\$ 1,200	Annual meeting, board does not cover this cost		
Titan Shops	ICBA	Tucson	February	3	Rickey	\$ 600	organization provides scholarship & \$500 travel stipend for buyers, room share		
Titan Shops	ICBA	Tucson	February	3	Bryan	\$ 600	organization provides scholarship & \$500 travel stipend for buyers, room share		
Titan Shops	ICBA	Tucson	February	3	Anabel	\$ 600	organization provides scholarship & \$500 travel stipend for buyers, room share		
Titan Shops	CSU ALS	Long Beach	March	1	Claude	\$ 30	mileage		
Titan Shops	SuiteWorld	Las Vegas	April	3	Claude	\$ 3,000	registration, lodging and travel		
Titan Shops	CACS Spring Showcase	Long Beach	April	1	Anabel	\$ 50	mileage and registration		
Titan Shops	CACS Spring Showcase	Long Beach	April	1	Bryan	\$ 50	mileage and registration		
Titan Shops	misc	various			staff	\$ 45			
Subtotal						\$ 6,175			
Finance	AOA	San Diego	January	3	Raul	\$ 1,500			
Subtotal						\$ 1,500			
Sponsored Programs	RAC	California/tbd	October	2	Olga	\$ 900	Registration is free		
Sponsored Programs	RAC	California/tbd	October	2	Catie	\$ 900	Registration is free		
Sponsored Programs	SRA or NCUA	TBD	TBD	3	Sydney	\$ 1,900	Research Administration Conference Pending agenda review.		
Subtotal						\$ 3,700			
Human Resources	HR AOA	San Diego	July	3	Rosario	\$ 800	Registration is free		
Human Resources	AOA	San Diego	January	3	Bertha	\$ 1,500	Including Registration		
Subtotal						\$ 2,300			
IT	CentralSquare	Las Vegas	March	3	Mike M	\$ 1,700			
IT	NetSuite	Las Vegas	April	3	Valeria	\$ 3,000			
IT	misc	various			staff	\$ 746			
Subtotal						\$ 5,446			
Property	misc	various			staff	\$ 4,044	travel/mileage between properties		
Subtotal						\$ 4,044			
Total Conference and Travel Expense						\$ 32,615			