



Annual Budget 2007-08



A Program of Associated Students,
California State University, Fullerton, Inc.

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PURCHASING AND PAYMENT PROCEDURES

A. Purchase Order Procedures - Regular P.O.'s

1. Complete (in full) a purchase order request and send both copies (with backup attached, when appropriate) to TSU-218.
2. Price quotations from at least three vendors are recommended for any item.
3. A minimum of three written bids is required on items over \$2,500 in value. They must include a description of the item, model number, selling price, taxes and shipping costs. Use the ASI Bid form and attach to completed purchase order request. Copies of the form are available in TSU-218. Use the ASI Bid Form and attach it to the completed purchase order request. Copies of the Bid Form are available in TSU-224.

Bids are also required when the purchase of one or more items is being requested from a single vendor where the total cost of the items is \$2,500 or more.

All purchases should be made from vendors quoting the lowest prices, although prior reliability, compatibility when adding to an existing complement of furnishings, etc., vendor service and delivery may be considered in bid evaluation. All exceptions to this procedure must be approved, **prior** to purchase, by the Executive Director or his/her designee and the TSU Governing Board Chair.

4. After the purchase order request has been signed by all appropriate individuals, a purchase order number will be assigned.
5. The purchase order is typed in the TSU Administrative Office and is either mailed or faxed to the vendor. Other copies of the purchase order are distributed, with the yellow copy of the purchase order request and the goldenrod copy of the purchase order mailed to the requesting department (except in the case of capital equipment purchases, where the Director for Financial Operations is given the copy).
6. When the material is received, the requesting department returns the packing slip, goldenrod copy of purchase order—signing off with an okay to pay—and the original invoice to TSU-218 for processing. Payment is then made by the issuance of a check by the ASI Accounting Office. Checks are written weekly (see Payment Procedures for details).

If partial payment is made against a purchase order it is only necessary to send the invoice and packing slip to indicate the amount to be paid along with a signature on the invoice and the date the material was received. When final payment of the P.O. is made, then send the original goldenrod copy with the appropriate paperwork attached in order to close the P.O.

7. **EXCEPTIONS** to the above procedure—i.e., “confirming purchase orders”—may be made when necessary. Paperwork on confirming purchase orders approved is due within 48 hours after receipt of the verbal purchase order number. In rare instances if exact costs cannot be provided, then list a “not to exceed” amount on the P.O. request form.

B. Purchase Order Procedures - Open P.O.'s

1. Open purchase orders may be requested by department supervisors when the frequency of purchases made from a particular vendor and convenience for departments in getting material quickly is critical for efficient operation.

Open P.O.'s are issued for a fiscal year period and purchases may not exceed the dollar limit as stated on the P.O. Individuals authorized to make expenditures are listed on the purchase order. The TSU Administrative Secretary sends out a memo to all supervisors in June of each year reminding supervisors that open P.O. requests are due for the upcoming budget year. Supervisors then submit their completed open purchase order requests for approval.

2. Payment on open purchase orders is made by completing a check request and referencing the open purchase order number on the form.
3. Purchases of equipment from the Capital Equipment/Improvement budget may NOT be made on open purchase orders.

C. Check Request Procedures

1. Check request forms can be obtained from the TSU Administrative Office, TSU-218.
2. TSU checks are processed once a week by the ASI Accounting Office. All check request and goldenrod copies of purchase orders that need to be processed for payment during any given week must be submitted to TSU-218 by noon on Friday of each week. Checks are ready for distribution/pick-up by Friday of each week.
3. When submitting check requests or goldenrod copies of purchase orders for payment, make certain to attach the original copy of the invoice along with applicable packing slips. If remittance copy of an invoice is to be included with a check, make a note of this under the “Special Instructions” section of the check request form. When requesting that a letter, memo, order form, etc. be mailed with a check, make a photocopy to remain with the check request when it is filed in the ASI Accounting Office. Back-up documentation should always be provided with check requests. Do not submit statements in place of invoices. Checks cannot be written from statements.

It may be necessary to request a check for a cash advance when companies/vendors do not accept purchase orders. Please indicate on the check request that a receipt will follow and send back-up data (receipts, invoices, etc.) to the Director of Financial Operations & Technology as soon as possible.

4. Be sure to indicate on the check request whether the check should be mailed or held for pickup. Checks to vendors should be mailed unless vendor has requested that it should be held for pickup.

D. Certification Forms/Stamps

The ASI has implemented Certification Forms and Certification Stamps for use when original invoices/documentation is not available for presentation. A multi-purpose Certification Form or a Certification Stamp is available from the ASI Accounting Office. If receipts are missing or if fax, email or photocopies are being substituted as originals then a Certification Form or a Certification Stamp **MUST** be provided before requests for payment can be processed.

PETTY CASH ADVANCES

Frequently a supervisor may need to buy several small items (miscellaneous supplies) from one or more stores and finds it more convenient to use cash to make these purchases. These procedures should be followed.

1. Unless supervisor has his/her own petty cash fund, request petty cash from Director of Financial Operations & Technology.
2. Petty cash advances are limited to \$75 unless an exception is made by the Executive Director or designee.
3. Receipts for all expenditures and any remaining money must be returned to Director of Financial Operations & Technology within 24 hours.
4. When petty cash fund is replenished, the appropriate expense accounts are charged and a copy of the check request is sent to appropriate departments.

LINE ITEM TRANSFERS

A. Budget Transfers

The Director of Financial Operations & Technology is authorized to transfer funds between accounts up to \$500, exclusive of personnel services, with approval of the Chair of the Titan Student Union Governing Board. Transfers exceeding \$500 must come to the Board for a consideration in action. Transfers are made with an Authorization for Budget Action form that is completed by the Director of Financial Operations & Technology and after appropriate signatures are secured, it is submitted to the ASI Accounting Office for processing.

B. Contingency

Several departmental budgets have one or more contingency line items budgeted for unanticipated expenses. These line items are not charged directly but rather the funds are transferred to the appropriate line item and charged accordingly. The same procedure as listed under "Budget Transfers" is followed to request expenditures of contingency funds.

C. Negative Expense Account Balances

Payment of invoices against insufficient account balances is NOT allowed.

D. Non-Budgeted Expenses

Purchase requests for non-budgeted supply or equipment items must be approved in advance. All budgets have been approved by the Titan Student Union Governing Board, and changes may require additional review and approval by the Board.

E. Unexpended Funds

Unexpended funds in any line item are not available for use in another line item without prior approval by the Director of Financial Operations & Technology and in some cases by the TSU Governing Board. It is not automatic that these funds may be spent for other items regardless of their importance.

TRAVEL (INSURANCE)

Any student, volunteer or staff member using his/her personal vehicle to travel while on ASI official business must present evidence of adequate vehicle insurance as well as a photocopy of his/her driver's license to the ASI Executive Assistant in TSU-218 before mileage reimbursement can be made. Forms for this purpose are available in the ASI Administrative Office, room 218.

TRAVEL EXPENSE POLICY

A. Procedure to Request Travel Advance

1. Complete a Travel Authorization form in triplicate. Forms are available in TSU-224 (ASI Accounting Office). Submit the first and second copies to TSU-218, and the travel advance will be reviewed and processed. The third copy is for the requestor's files

2. The original copy of the advance will be returned to requestor with the advance check. Hold the original copy until travel has been completed. At that time, receipts and/or monies not spent are to be returned to the ASI Accounting Office along with the signed and completed original Travel Authorization form. If actual travel expenses exceed the advance amount, it is not necessary to complete a check request for reimbursement; the Travel Authorization form will serve as the check request.
3. Expense reports are due within five (5) working days after return from travel. No advance or travel authorization will be approved if the requestor has an outstanding travel advance.

B. Transportation

1. Commercial Carrier: At Actual Cost. Passenger's copy of commercial carrier ticket must be submitted with travel expense report.
2. Private Vehicle: ASI will reimburse mileage at the State rate to and from campus. Anyone using a personal vehicle must carry an insurance policy with at least \$15,000/\$30,000 liability coverage and \$5,000 property damage coverage. A copy of the policy as well as a photocopy of the individual's driver's license must be on file with the ASI Executive Assistant in TSU-218 in order to receive reimbursement for mileage. Gas receipts are not required.
3. Rental Vehicle: The ASI has official contract agreements with Budget Rent-A-Car and Enterprise Rent-A-Car. Should travel arrangements require that another rental agency be used, prior authorization must be received from the ASI Accounting Manager or ASI Executive Director/Designee. It is mandatory that travelers purchase the rental agency insurance coverage for vehicle collision. Individuals who rent vehicles are required to refill gasoline tank prior to turning vehicle back in to the rental agency by using the most economical means. Program budgets will be charged for all refueling and insurance costs.

C. Meals

1. ASI will reimburse for meals at the State rates. Unreceipted per diem rates for meals as of July 1, 2007 is as follows:

| | |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$25.00 |

These rates are subject to change during the fiscal year to adjust to the publicized State rates. **While it is not necessary to provide receipts for meals that are advanced, programs are encouraged to return funds that are not spent for meals.**

The full day per diem is allowed for travel beginning at least two hours prior to 8:00 a.m. and continuing at least two hours past 5:00 p.m. Partial per diem is allowed for travel on a per meal basis as follows:

Breakfast: When travel occurs between 6:00 a.m. and 10:00 a.m.

Lunch: When travel occurs between 10:00 a.m. and 2:00 p.m.

Dinner: When travel occurs between 3:00 p.m. and 7:00 p.m.

D. Lodging

1. Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Hotel charges will be reimbursed for reasonable, actual expenses. Hotel receipts are required and must be submitted with the travel expense report.

E. Incidentals

1. Parking: Actual rates, receipts required.
2. Telephone: Official business calls only. No receipts required.
3. Ground Transportation: Actual costs upon presentation of receipts.
4. Miscellaneous: \$5.00 per day (prorated if less than 1 day.) (no receipts required)

NOTE: Travel on behalf of ASI is to undertaken in the most cost-effective manner. The ASI will not pay for nor reimburse travel expenditures for spouses/partners, dependents or others who are accompanying individuals conducting business for the organization unless they, too, are conducting business for the organization.

CAPITAL EQUIPMENT PURCHASES

Even though estimates are secured each year when the Capital Equipment/Improvement and Related Expense Budget is finalized, each expenditure must be bid and approved PRIOR to the conclusion of any transaction.

1. Purchase of equipment (fixed assets) exceeding \$200 MUST be charged to the Capital Equipment Account (1002-8096).
2. Equipment purchases may not be made without a prior purchase order authorization. Purchase orders must be approved IN ADVANCE and before the conclusion of a transaction.

3. Equipment purchases may not be made using open P.O.'s, which were designed to accommodate supply needs. Additionally, employees are not authorized to charge equipment (or supplies) to their personal credit cards or charge accounts without prior discussion and prior authorization from the director of Financial Operations & Technology.
4. Purchase requests for non-budgeted equipment items must be approved in advance. These requests require approval by the TSU Governing Board.

PROPERTY ACQUISITION AND INVENTORY CONTROL

A. Acquisition

Purchases of property (equipment, furnishings, computers, etc.) are made from the capital equipment budget and are acquired with a purchase order. Appropriate bid procedures are to be followed.

Titan Student Union property tags are issued by the Property Control Clerk (TSU Administrative Secretary) and a detailed record of all property (description, location, tag #, date of purchase, purchase price) is maintained by the Inventory Control Officer (Associate Director).

B. Inventory Control

Inventory tags should be requested from the Property Control Clerk (TSU Administrative Secretary) upon receipt of new equipment. Property Tag Request Forms are available in TSU-218 from the Property Control Clerk.

An annual physical inventory is conducted each year.

A Property Disposal Form must be completed and submitted to TSU-218, prior to disposal or reassignment. The Executive Director or designee must authorize disposal of equipment. Forms are available in the TSU Administrative Office.

SHIPPING/RECEIVING/PROPERTY AND EQUIPMENT PROCEDURES

A. Shipping

1. Individual departments are responsible for handling their own mailing needs. If an item needs to be mailed (either by UPS or the U.S. Postal Service), a petty cash advance may be requested through the Director of Financial Operations & Technology. Packages may not be mailed through the campus mailroom and charged back to TSU expense accounts. The ASI has a FedEx account that is available for use by all ASI and TSU programs. The ASI Accounting Manager has account envelopes available for use.
2. If an item has been received, needs to be returned and arrangements have been made with the vendor to pick up the item, the return may be coordinated with the University Shipping and Receiving Office. However, the TSU is responsible for bringing the item to be returned to the University Shipping and Receiving Office and providing that office with any information they need to successfully expedite the return.

B. Receiving/Property and Equipment

1. Most items ordered on TSU or ASI orders (regular and open P.O.'s) are delivered to the Titan Student Union Building Engineering Department and stored in the Shipping and Receiving Room (Room 41). When placing orders the following format should be used for ship to:

Associated Students, Inc./Titan Student Union (whichever is applicable)
800 North State College Blvd.
Fullerton, CA 92834-6828

ATTN: Titan Student Union Building Engineering Department

Exceptions to items being delivered directly to Building Engineering would be when large quantities (such as custodial supplies) or furnishings that will be installed by the vendor are ordered. However, the Building Engineering Department should be notified of these exceptions with a telephone call advising the department if there are any out-of-the-ordinary delivery instructions (South Loading Dock, etc.).

2. The Office Coordinator of the TSU Building Engineering department is designated as the Receiving Clerk. All merchandise and equipment shall be verified, inspected and logged in by the Receiving Clerk upon its arrival.
3. The Receiving Clerk shall forward the original packing slip(s) to the requester and a copy to the Property Control Clerk (TSU Administrative Secretary).
4. The requester will forward an ASI/TSU Property Tag Request Form to the Property Control Clerk.

5. The requester will forward original invoices, original packing slip(s) and either goldenrod copy of the purchase order or check request to the Director for Financial Operations and Technology for payment.
6. Upon receipt of the packing slip copy and ASI/TSU Property Tag Request Form, the Property Control Clerk will assign and affix property tags on new property and transmit the property tag report form and copy of packing slip to the Inventory Control Officer and ASI Accounting Manager.
7. The ASI Accounting Manager shall record asset acquisition in Fixed Asset Data Base.
8. The Inventory Control Officer (Associate Director) shall add newly-acquired equipment to official corporate inventory property listing and shall meet regularly with ASI Accounting Manager to assure that Fixed Asset Data Base records agree with Corporate Inventory Property document. Reconciliation of physical inventory records to general ledger with review by Management is conducted by the ASI Accounting Manager on a monthly basis.
9. Deliveries to STA Travel, Dean of Students Office and ASI Productions are made directly to these departments by the University Receiving Office.

PROCUREMENT OF OFFICE SUPPLIES

In order to secure the most competitive pricing by taking advantage of volume buying, the purchase of office supplies has been centralized through the TSU Administrative Office. Supply orders are placed as needed, usually every day. Due to availability and pricing, current vendors may change throughout the fiscal year. Contact the TSU Administrative Secretary in TSU-218 for a copy of the current order form to be used for submitting orders. It is the policy of the Associated Students, Inc. to purchase recycled paper.

CONTRACTS/AGREEMENTS

All contracts/agreements are to be reviewed and signed by the Executive Director. Supervisors may not sign and enter into contracts/agreements on behalf of the organization. Once executed, originals of all contracts/agreements are to be filed in the TSU Administrative Office.

SUBCONTRACTOR'S INSURANCE REQUIREMENTS

The Associated Students, California State University, Fullerton, Inc. (ASI) contracts with individuals and firms from time to time to provide services for its numerous programs. Contractors must be able to provide certificates of insurance covering exposures for workers' compensation, bodily injury and property damage and, on request, additional risk exposure. The minimum limits of the liability and property damage policy are \$2 million. The certificate of insurance must list the coverages held by the contractors, the name of the carriers, and the limit of the policy. Brokers and agents representing the contractor will typically present a standard insurance industry form.

A. Prior to entering into any agreement with a subcontractor, the supervisor must complete an Insurance Certificate (½-sheet) form and submit to the TSU Director. These forms are available in TSU-218. No work may begin until approval (either verbal or written) is received from the ASI Executive Director or ASI Executive Assistant. In addition, compliance to items B. and C. listed below must be met.

B. Additional Insured Endorsement

The policy of the ASI and the Trustees of the California State University require further that they be named as additionally insured on the policy submitted by the subcontractor with respect to the activities of the contractor. The wording must be stated as follows:

"The Associated Students, California State University, Fullerton, Inc.; the State of California; the Trustees of The California State University; California State University, Fullerton; and all of their several officers, agents, employees and volunteers are named as additional insured."

"This insurance policy will not be canceled without thirty (30) days prior written notice to said Associated Students, California State University, Fullerton, Inc., and to the Board of Trustees of The California State University. The Associated Students, California State University, Fullerton, Inc., and the State of California are not liable for the payment of premiums or assessments on this policy."

C. Filing Certificates of Insurance

The certificate of insurance including the additional insurance endorsement should be sent to:

Associated Students, CSUF, Inc.
California State University, Fullerton
P.O. Box 6828
Fullerton, CA 92834-6828

BUDGET POLICY RELATED TO PURCHASE OF T-SHIRTS

The Titan Student Union will not fund t-shirts at more than \$12.00 a shirt.

DEFINITION OF LINE ITEM EXPENSES

- 8020 Student Leader Wages
Part time, hourly employees who are paid wages for serving the funded programs as executive officers, chairs, vice chairs, directors, etc.

- 8050 Supplies
Expendable items used in the operation of a program or department. Examples are: pens, pencils, paper clips, envelopes, staplers and staples, scissors, printer cartridges, diskettes, paper, toner (used for photocopier machines), custodial products, building maintenance products (adhesives, paint, fasteners, solvents, lights), batteries, trophies and awards, t-shirts, etc.

- 8051 Printing & Advertising
Costs for designing and printing of brochures, business cards, posters, forms, flyers and other materials related to the operation and promotion of various programs and departments. All photocopying costs; costs for newspaper ads and other recruitment costs.

- 8052 Communications
Postage and mailing costs, freight costs, telephone costs. (Includes all costs related to installation and disconnection of all voice, fax and data lines.)

- 8054 Merchandise for Resale
Costs related to the purchase of merchandise held for sale to include purchase price and transportation costs.

- 8056 Repairs and Maintenance
Costs of supplies, parts and outside labor necessary to repair and maintain furnishings and equipment.

- 8059 Minor Construction
Costs related to the remodeling/refurbishing of building equipment and furnishings (i.e., drywall, re-lamination, lighting, ceilings, re-finishing).

- 8065 Personnel Services, F.T.
Full and part-time staff salaries

- 8165 Benefits, F.T.
All employer-paid costs (benefits) related to full-time staff. Examples are: PERS and LTD; FICA; Workers' Compensation Insurance; Health, Dental and Vision Insurance Premiums; Life Insurance and AD&D; Employee Assistance Program.
- 8069 Personnel Services, P.T.
Part-time student wages (hourly employees) – Student Assistants, Work Study Students and Non-Student, part-time employees.
- 8169 Benefits, P.T.
All employer-paid costs (benefits) related to part-time (student assistants, work study students) employees. Examples are: FICA and Workers' Compensation Insurance.
- 8074 Contracts/Fees/Rentals
a) Outside contracted services: trash collection, accounting services, postal machine, cash register, copier and fax machine service agreements, building maintenance agreements, elevator service contracts, entertainment contracts with speakers and performers, custodial service agreements, computer technology lease agreements.
b) Permit fees, safe combination changes, bowling lane certification fees, employment testing fees (audiometry and cardiopulmonary function), software license fees, computer technical support fees, audit and legal fees, consultant fees, program guarantees, CPR and first aid training fees.
c) Equipment rentals, postal meter rental, pager rental and film rentals.
- 8077 Travel
All costs related to travel/transportation (airfare, car/truck/bus rental fees, etc.), lodging, meals, parking, incidentals, registration fees and personal vehicle mileage reimbursement.
- 8078 Vehicle Expense
Costs to license and maintain company-owned vehicles: insurance, registration and smog check costs, fuel and maintenance.
- 8079 Dues and Subscriptions
Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, etc. Does NOT include personal membership fees or dues.
- 8084 Insurance
Cost of general liability, excess liability, property and all other insurance coverages (except auto). Also includes cost of claims deductibles.
- 8086 Utilities
Cost of heating and cooling, electricity, gas, water and sewer.
- 8096 Capital Equipment/Equipment and Related Expenses
Capital Improvement represents amounts budgeted for new construction and remodeling (in an amount less than \$250,000). Costs for carpeting (new or replacement) may be funded here.

Equipment purchases in an amount of \$200.00 or more qualify as a Capital Equipment Expense. Equipment budgeted must have a life expectancy of at least 3 years.

Expenditures not qualifying as a major repair and replacement or otherwise inappropriate as a regular operating expense should be included here.

-8097 Contingency
Unanticipated expense. Any division or program can be budgeted a contingency account as required. However, expenses may not be charged to -8097. A line item transfer moving monies from contingency to the appropriate expense line item must be approved prior to the obligation of contingency dollars.

-8250 Photography Supplies
Photo chemicals, film and paper, small equipment related to the operation of Photo Lab. Photographic costs related to the publicity of TSU. Photographic costs incurred by TSU when processing client publicity jobs are charged here.

**INCOME & EXPENSE SUMMARY
FOR
2007-08 OPERATING BUDGET
TITAN STUDENT UNION**

INCOME

| | |
|------------------------------|----------------|
| Fees | \$5,281,824.00 |
| Interest | 220,000.00 |
| General Services | 327,578.00 |
| Building Engineering | 45,958.00 |
| University Conference Center | 165,870.00 |
| Titan Bowl & Billiards | 146,191.00 |
| Graphic Services | 49,968.00 |
| Mainframe | 13,306.00 |
| Information/Services | 126,774.00 |
| Marketing & Public Relations | 63,477.00 |
| Operations | 34,895.00 |
| Rec Sports | 536,754.00 |

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|---------------------|-----------------------|
| TOTAL INCOME | \$7,012,595.00 |
|---------------------|-----------------------|

DISBURSEMENTS

| | |
|------------------------------|--------------|
| General Services | 1,980,397.00 |
| Building Engineering | 1,421,226.00 |
| Administration | 242,866.00 |
| University Conference Center | 303,810.00 |
| Titan Bowl & Billiards | 199,951.00 |
| Graphic Services | 188,489.00 |
| Art Gallery | 16,819.00 |
| Mainframe | 85,239.00 |
| Titan Student Union Board | 63,307.00 |
| Programming Support | 180,757.00 |
| Information/Services | 219,533.00 |
| Marketing & Public Relations | 223,851.00 |
| Operations | 607,789.00 |
| Rec Sports | 1,278,561.00 |

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|----------------------------|-----------------------|
| TOTAL DISBURSEMENTS | \$7,012,595.00 |
|----------------------------|-----------------------|

* The 2007-08 budget request for surplus revenue (fees) amounted to \$5,550,000, with \$5,281,824 being designated to cover operating costs. The remaining balance of \$268,176 will be used to cover a portion of the funds needed for the capital equipment and related expense budget. Since the total of the 2007-08 request for capital equipment/improvement and related expense is \$420,000, the remaining balance of \$151,824 (not covered by fees) will be funded from the Campus Operations Fund Balance (Local Reserves). This method of funding is in accordance with the Chancellor's Office (Office of Financing and Treasury) policies and procedures, which require that campus fund balances be maintained at established levels.

TITAN STUDENT UNION

GENERAL SERVICES

2007-08

INCOME

| | | |
|-----------|------------------------------|----------------|
| 1000-6000 | Fees | \$1,432,819.00 |
| 1000-6004 | Dining & Vending Commissions | 30,000.00 |
| 1000-6007 | Service Chargebacks | 239,554.00 |
| 1000-6012 | Shop I (STA Travel) | 17,880.00 |
| 1000-6015 | Shop II (Yum) | 8,472.00 |
| 1000-6022 | Miscellaneous Revenue | 7,000.00 |
| 1000-6039 | ATM Income | 24,672.00 |
| 1000-6040 | Interest Income | 220,000.00 |

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|---------------------|-----------------------|
| TOTAL INCOME | \$1,980,397.00 |
|---------------------|-----------------------|

DISBURSEMENTS

| | | |
|-------|------------------------|------------|
| 1000- | General Operations | |
| 8050 | Supplies | 1,670.00 |
| 8051 | Printing & Advertising | 10,800.00 |
| 8052 | Communications | 7,557.00 |
| 8074 | Contracts/Fees/Rentals | 953,581.00 |
| 8084 | Insurance | 104,892.00 |
| 8086 | Utilities | 899,897.00 |
| 8097 | Contingency | 2,000.00 |

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|----------------------------|-----------------------|
| TOTAL DISBURSEMENTS | \$1,980,397.00 |
|----------------------------|-----------------------|

TITAN STUDENT UNION

CAPITAL IMPROVEMENT/EQUIPMENT & RELATED EXPENSE

2007-08

INCOME

| | | |
|-----------|-----------------------|--------------|
| 1002-6000 | Fees | \$268,176.00 |
| 1000-6034 | Fund Balance Transfer | 151,824.00 |

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|---------------------|---------------------|
| TOTAL INCOME | \$420,000.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|--|------------|
| 1002- | Capital Expenditures | |
| 8096 | Capital Improvement/Equipment and Related Expense | 420,000.00 |

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|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$420,000.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION

BUILDING ENGINEERING

2007-08

INCOME

| | | |
|-----------|---------------------------|----------------|
| 1100-6000 | Fees | \$1,375,268.00 |
| 1100-6007 | Service Chargebacks | 6,600.00 |
| 1100-6035 | Personnel Services Income | 39,358.00 |

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|---------------------|-----------------------|
| TOTAL INCOME | \$1,421,226.00 |
|---------------------|-----------------------|

DISBURSEMENTS

| | | |
|-------|--------------------------|------------|
| 1100- | General Operations | |
| 8050 | Supplies | 3,804.00 |
| 8051 | Printing & Advertising | 200.00 |
| 8052 | Communications | 4,869.00 |
| 8065 | Personnel Services, F.T. | 442,957.00 |
| 8165 | Benefits, F.T. | 264,893.00 |
| 8069 | Personnel Services, P.T. | 149,752.00 |
| 8169 | Benefits, P.T. | 14,964.00 |
| 8074 | Contracts/Fees/Rentals | 1,092.00 |
| 8077 | Travel/Staff Development | 1,029.00 |
| 8078 | Vehicle Expense | 4,150.00 |
| 8079 | Dues and Subscriptions | 200.00 |

| | | |
|-------|-------------------------|-----------|
| 1101- | Food Service | |
| 8050 | Supplies | 4,798.00 |
| 8056 | Repairs and Maintenance | 15,397.00 |
| 8059 | Minor Construction | 4,500.00 |
| 8074 | Contracts/Fees/Rentals | 22,339.00 |
| 8097 | Contingency | 1,500.00 |

| | | |
|-------|-------------------------|-----------|
| 1102- | Building Services | |
| 8050 | Supplies | 45,223.00 |
| 8056 | Repairs and Maintenance | 28,571.00 |
| 8059 | Minor Construction | 36,250.00 |
| 8074 | Contracts/Fees/Rentals | 13,482.00 |
| 8097 | Contingency | 2,000.00 |

| | | |
|-------|-------------------------|----------|
| 1103- | Gardening Maintenance | |
| 8050 | Supplies | 9,108.00 |
| 8056 | Repairs and Maintenance | 2,500.00 |
| 8074 | Contracts/Fees/Rentals | 6,100.00 |
| 8097 | Contingency | 500.00 |

| | | |
|-------|------------------------|------------|
| 1104- | Custodial Services | |
| 8074 | Contracts/Fees/Rentals | 341,048.00 |

| | |
|----------------------------|-----------------------|
| TOTAL DISBURSEMENTS | \$1,421,226.00 |
|----------------------------|-----------------------|

TITAN STUDENT UNION

ADMINISTRATION

2007-08

INCOME

| | | |
|-----------|------|--------------|
| 1300-6000 | Fees | \$242,866.00 |
|-----------|------|--------------|

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$242,866.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|--------------------|--|
| 1300- | General Operations | |
|-------|--------------------|--|

| | | |
|------|--------------------------|------------|
| 8050 | Supplies | 2,525.00 |
| 8051 | Printing & Advertising | 910.00 |
| 8052 | Communications | 1,934.00 |
| 8065 | Personnel Services, F.T. | 152,501.00 |
| 8165 | Benefits, F.T. | 65,680.00 |
| 8069 | Personnel Services, P.T. | 8,572.00 |
| 8169 | Benefits, P.T. | 435.00 |
| 8074 | Contracts/Fees/Rentals | 120.00 |
| 8077 | Travel/Staff Development | 6,589.00 |
| 8079 | Dues & Subscriptions | 3,500.00 |
| 8097 | Contingency | 100.00 |

| | |
|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$242,866.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION
UNIVERSITY CONFERENCE CENTER
2007-08

INCOME

| | | |
|-----------|---------------------|--------------|
| 1400-6000 | Fees | \$137,940.00 |
| 1400-6007 | Service Chargebacks | 870.00 |
| 1400-6025 | Room Rental | 165,000.00 |

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$303,810.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|--------------------------|------------|
| 1400- | General Operations | |
| 8050 | Supplies | 7,490.00 |
| 8051 | Printing & Advertising | 19,607.00 |
| 8052 | Communications | 3,998.00 |
| 8065 | Personnel Services, F.T. | 145,927.00 |
| 8165 | Benefits, F.T. | 81,790.00 |
| 8069 | Personnel Services, P.T. | 24,860.00 |
| 8169 | Benefits, P.T. | 1,214.00 |
| 8074 | Contracts/Fees/Rentals | 16,943.00 |
| 8077 | Travel/Staff Development | 1,881.00 |
| 8097 | Contingency | 100.00 |

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|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$303,810.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION

TITAN BOWL & BILLIARDS

2007-08

INCOME

| | | |
|-----------|---------------------------|-------------|
| 1500-6000 | Fees | \$53,760.00 |
| 1500-6003 | Locker Income | 1,410.00 |
| 1500-6010 | Merchandise Sales | 9,818.00 |
| 1500-6016 | Class Bowling | 19,513.00 |
| 1500-6017 | Leagues | 1,700.00 |
| 1500-6019 | Shoe Rentals | 13,500.00 |
| 1500-6035 | Personnel Services Income | 1,500.00 |
| 1500-6086 | Table Tennis | 2,170.00 |
| 1500-6115 | Open Billiards | 29,580.00 |
| 1500-6215 | Electronic Games | 16,000.00 |
| 1500-6800 | Games Tournaments | 640.00 |
| 1500-6801 | Games Special Events | 34,670.00 |
| 1500-6815 | Open Bowling | 15,690.00 |

TOTAL INCOME

\$199,951.00

DISBURSEMENTS

| | | |
|-------|-----------------------------------|-----------|
| 1500- | General Operations | |
| | 8050 Supplies | 5,070.00 |
| | 8051 Printing & Advertising | 3,086.00 |
| | 8052 Communications | 2,381.00 |
| | 8054 Merchandise for Resale | 1,500.00 |
| | 8065 Personnel Services, F.T. | 46,389.00 |
| | 8165 Benefits, F.T. | 29,185.00 |
| | 8069 Personnel Services, P.T. | 57,426.00 |
| | 8169 Benefits, P.T. | 4,254.00 |
| | 8074 Contracts/Fees/Rentals | 2,508.00 |
| | 8077 Travel/Staff Development | 6,158.00 |
| | 8097 Contingency | 100.00 |
| 1501- | Bowling Operations | |
| | 8050 Supplies | 2,474.00 |
| | 8056 Repairs & Maintenance | 8,140.00 |
| | 8074 Contracts/Fees/Rentals | 23,425.00 |
| | 8079 Dues & Subscriptions | 520.00 |
| 1502- | Billiards/Table Tennis Operations | |
| | 8050 Supplies | 3,170.00 |
| | 8056 Repairs & Maintenance | 4,165.00 |

TOTAL DISBURSEMENTS

\$199,951.00

TITAN STUDENT UNION

GRAPHIC SERVICES

2007-08

INCOME

| | | |
|-----------|---------------------|--------------|
| 1600-6000 | Fees | \$138,521.00 |
| 1600-6007 | Service Chargebacks | 37,000.00 |
| 1600-6010 | Merchandise Sales | 3,609.00 |
| 1600-6013 | Artwork Sales | 9,359.00 |

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$188,489.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|--------------------------|-----------|
| 1600- | General Operations | |
| 8050 | Supplies | 13,775.00 |
| 8051 | Printing & Advertising | 31,130.00 |
| 8052 | Communications | 1,232.00 |
| 8054 | Merchandise for Resale | 1,115.00 |
| 8056 | Repairs & Maintenance | 100.00 |
| 8065 | Personnel Services, F.T. | 50,812.00 |
| 8165 | Benefits, F.T. | 21,799.00 |
| 8069 | Personnel Services, P.T. | 62,245.00 |
| 8169 | Benefits, P.T. | 3,273.00 |
| 8074 | Contracts/Fees/Rentals | 398.00 |
| 8077 | Travel/Staff Development | 2,400.00 |
| 8079 | Dues and Subscriptions | 110.00 |
| 8097 | Contingency | 100.00 |

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|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$188,489.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION

ART GALLERY

2007-08

INCOME

1700-6000 Fees \$16,819.00

TOTAL INCOME \$16,819.00

DISBURSEMENTS

1700- General Operations

8050 Supplies 100.00
8051 Printing & Advertising 8,130.00
8052 Communications 39.00
8056 Repairs & Maintenance 500.00
8074 Contracts/Fees/Rentals 6,900.00
8079 Dues & Subscriptions 250.00
8084 Insurance 800.00
8097 Contingency 100.00

TOTAL DISBURSEMENTS \$16,819.00

TITAN STUDENT UNION

MAINFRAME

2007-08

INCOME

| | | |
|-----------|---------------------------|-------------|
| 1800-6000 | Fees | \$71,933.00 |
| 1800-6032 | Computer Services Income | 13,200.00 |
| 1800-6035 | Personnel Services Income | 106.00 |

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|---------------------|--------------------|
| TOTAL INCOME | \$85,239.00 |
|---------------------|--------------------|

DISBURSEMENTS

| | | |
|-------|--------------------------|-----------|
| 1800- | General Operations | |
| 8050 | Supplies | 9,626.00 |
| 8051 | Printing & Advertising | 460.00 |
| 8052 | Communications | 420.00 |
| 8056 | Repairs & Maintenance | 300.00 |
| 8069 | Personnel Services, P.T. | 37,841.00 |
| 8169 | Benefits, P.T. | 1,230.00 |
| 8074 | Contracts/Fees/Rentals | 34,185.00 |
| 8079 | Dues & Subscriptions | 1,077.00 |
| 8097 | Contingency | 100.00 |

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|----------------------------|--------------------|
| TOTAL DISBURSEMENTS | \$85,239.00 |
|----------------------------|--------------------|

TITAN STUDENT UNION

BOARD

2007-08

INCOME

1900-6000 Fees \$63,307.00

TOTAL INCOME \$63,307.00

DISBURSEMENTS

1900- General Operations

| | | |
|------|------------------------|-----------|
| 8020 | Student Leader Wages | 24,384.00 |
| 8050 | Supplies | 8,000.00 |
| 8051 | Printing & Advertising | 1,232.00 |
| 8052 | Communications | 596.00 |
| 8169 | Benefits, P.T. | 942.00 |
| 8074 | Contracts/Fees/Rentals | 5,090.00 |
| 8077 | Travel | 22,963.00 |
| 8097 | Contingency | 100.00 |

TOTAL DISBURSEMENTS \$63,307.00

TITAN STUDENT UNION
PROGRAMMING SUPPORT
2007-08

INCOME

| | | |
|-----------|------|--------------|
| 2000-6000 | Fees | \$180,757.00 |
|-----------|------|--------------|

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$180,757.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|-----------------------------|------------|
| 2000- | General Operations | |
| | 8050 Supplies | 100.00 |
| | 8051 Printing & Advertising | 1,540.00 |
| | 8074 Contracts/Fees/Rentals | 179,017.00 |
| | 8097 Contingency | 100.00 |

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|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$180,757.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION
INFORMATION/SERVICES

2007-08

INCOME

| | | |
|-----------|---------------------------|-------------|
| 2100-6000 | Fees | \$92,759.00 |
| 2100-6022 | Miscellaneous Revenue | 600.00 |
| 2100-6024 | Copier Income | 1,200.00 |
| 2100-6028 | Movie Ticket Income | 6,000.00 |
| 2100-6035 | Personnel Services Income | 75.00 |
| 2100-6038 | Amusement Ticket Income | 117,010.00 |
| 2100-6058 | Sports Ticket Income | 50.00 |
| 2100-6068 | Fine Art Ticket Income | 600.00 |
| 2100-6138 | Discount Books | 586.00 |
| 2100-6153 | Goods | 578.00 |
| 2100-6158 | Ticket Stock Revenue | 75.00 |

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$219,533.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|-------------------------------|-----------|
| 2100- | General Operations | |
| | 8050 Supplies | 5,664.00 |
| | 8051 Printing & Advertising | 5,979.00 |
| | 8052 Communications | 2,304.00 |
| | 8056 Repairs & Maintenance | 1,270.00 |
| | 8065 Personnel Services, F.T. | 55,495.00 |
| | 8165 Benefits, F.T. | 28,824.00 |
| | 8069 Personnel Services, P.T. | 58,189.00 |
| | 8169 Benefits, P.T. | 2,519.00 |
| | 8074 Contracts/Fees/Rentals | 42,769.00 |
| | 8077 Travel/Staff Development | 150.00 |
| | 8097 Contingency | 100.00 |

| | | |
|-------|-------------------------------|----------|
| 2101- | Postal Operations | |
| | 8050 Supplies | 270.00 |
| | 8051 Printing & Advertising | 358.00 |
| | 8052 Communications | 108.00 |
| | 8069 Personnel Services, P.T. | 7,569.00 |
| | 8169 Benefits, P.T. | 392.00 |
| | 8074 Contracts/Fees/Rentals | 2,688.00 |
| | 8097 Contingency | 25.00 |
| | 8152 Postal Expense | 4,860.00 |

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|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$219,533.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION

MARKETING & PUBLIC RELATIONS

2007-08

INCOME

| | | |
|-----------|---------------------|--------------|
| 2300-6000 | Fees | \$160,374.00 |
| 2300-6007 | Service Chargebacks | 63,477.00 |

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$223,851.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|--------------------------|-----------|
| 2300- | General Operations | |
| 8050 | Supplies | 6,290.00 |
| 8051 | Printing & Advertising | 30,229.00 |
| 8052 | Communications | 1,064.00 |
| 8065 | Personnel Services, F.T. | 68,274.00 |
| 8165 | Benefits, F.T. | 42,714.00 |
| 8069 | Personnel Services, P.T. | 53,236.00 |
| 8169 | Benefits, P.T. | 3,002.00 |
| 8074 | Contracts/Fees/Rentals | 17,760.00 |
| 8077 | Travel/Staff Development | 982.00 |
| 8079 | Dues & Subscriptions | 200.00 |
| 8097 | Contingency | 100.00 |

| | |
|----------------------------|---------------------|
| TOTAL DISBURSEMENTS | \$223,851.00 |
|----------------------------|---------------------|

TITAN STUDENT UNION

OPERATIONS

2007-08

INCOME

| | | |
|-----------|--------------------------|--------------|
| | General Operations | |
| 2400-6000 | Fees | \$572,894.00 |
| 2400-6030 | Equipment Rental | 500.00 |
| 2400-6035 | Personnel Services, P.T. | 732.00 |
| | Hospitality Services | |
| 2404-6022 | Miscellaneous Income | 1,600.00 |
| 2404-6035 | Personnel Services, P.T. | 32,063.00 |

| | |
|---------------------|---------------------|
| TOTAL INCOME | \$607,789.00 |
|---------------------|---------------------|

DISBURSEMENTS

| | | |
|-------|-----------------------------|------------|
| 2400- | General Operations | |
| 8050 | Supplies | 1,126.00 |
| 8051 | Printing & Advertising | 75.00 |
| 8052 | Communications | 1,056.00 |
| 8065 | Personnel Services, F.T. | 92,315.00 |
| 8165 | Benefits, F.T. | 51,407.00 |
| 8074 | Contracts/Fees/Rentals | 216.00 |
| 8077 | Travel/Staff Development | 732.00 |
| 8097 | Contingency | 50.00 |
| 2401- | Associate Director's Office | |
| 8050 | Supplies | 1,839.00 |
| 8051 | Printing & Advertising | 420.00 |
| 8052 | Communications | 1,144.00 |
| 8065 | Personnel Services, F.T. | 110,613.00 |
| 8165 | Benefits, F.T. | 61,343.00 |
| 8069 | Personnel Services, P.T. | 9,809.00 |
| 8169 | Benefits, P.T. | 578.00 |
| 8074 | Contracts/Fees/Rentals | 108.00 |
| 8077 | Travel/Staff Development | 2,555.00 |
| 8079 | Dues & Subscriptions | 600.00 |
| 8097 | Contingency | 100.00 |

DISBURSEMENTS (continued)

| | | |
|-------|-------------------------------|-----------|
| 2402- | Audio Visual Services | |
| | 8050 Supplies | 8,720.00 |
| | 8051 Printing & Advertising | 25.00 |
| | 8056 Repairs & Maintenance | 3,300.00 |
| | 8097 Contingency | 100.00 |
| 2403- | Custodial and Logistics | |
| | 8050 Supplies | 46,200.00 |
| | 8069 Personnel Services, P.T. | 37,084.00 |
| | 8169 Benefits, P.T. | 4,538.00 |
| | 8074 Contracts/Fees/Rentals | 7,400.00 |
| | 8097 Contingency | 100.00 |
| 2404- | Hospitality Services | |
| | 8050 Supplies | 2,815.00 |
| | 8051 Printing & Advertising | 750.00 |
| | 8052 Communications | 620.00 |
| | 8056 Repairs & Maintenance | 900.00 |
| | 8065 Personnel Services, F.T. | 46,894.00 |
| | 8165 Benefits, F.T. | 21,036.00 |
| | 8069 Personnel Services, P.T. | 78,326.00 |
| | 8169 Benefits, P.T. | 11,137.00 |
| | 8074 Contracts/Fees/Rentals | 1,558.00 |
| | 8077 Travel/Staff Development | 100.00 |
| | 8097 Contingency | 100.00 |

TOTAL DISBURSEMENTS**\$607,789.00**

TITAN STUDENT UNION
REC SPORTS/STUDENT REC CENTER

2007-08

INCOME

| | | |
|-------|--------------------------------------|--------------|
| 2500- | General Operations | |
| | 6000 Fees | \$741,807.00 |
| | 6003 Locker Income | 25,050.00 |
| | 6010 Merchandise Sales | 2,960.00 |
| | 6079 Registration Fees | 258,720.00 |
| | | |
| 2506- | Rock Wall Operations | |
| | 6079 Registration Fees | 6,750.00 |
| | 6218 Rock Wall Classes | 3,600.00 |
| | | |
| 2507- | Intramural Sports Program | |
| | 6022 Miscellaneous Revenue | 425.00 |
| | 6079 Registration Fees | 9,150.00 |
| | | |
| 2508- | Group Exercise/Instructional Program | |
| | 6022 Miscellaneous Revenue | 800.00 |
| | 6079 Registration Fees | 4,680.00 |
| | | |
| 2509- | Personal Training Program | |
| | 6079 Registration Fees | 16,515.00 |
| | | |
| 2510- | Titan Youth Sports Camp | |
| | 6010 Merchandise Sales | 144.00 |
| | 6079 Registration Fees | 152,480.00 |
| | | |
| 2511- | Learn to Swim Program | |
| | 6079 Registration Fees | 55,480.00 |

| | |
|---------------------|-----------------------|
| TOTAL INCOME | \$1,278,561.00 |
|---------------------|-----------------------|

DISBURSEMENTS

| | | |
|-------|-------------------------------|------------|
| 2500- | General Operations | |
| | 8050 Supplies | 48,152.00 |
| | 8051 Printing & Advertising | 38,670.00 |
| | 8052 Communications | 9,114.00 |
| | 8054 Merchandise for Resale | 2,015.00 |
| | 8065 Personnel Services, F.T. | 328,394.00 |
| | 8165 Benefits, F.T. | 165,361.00 |
| | 8069 Personnel Services, P.T. | 4,377.00 |
| | 8169 Benefits, P.T. | 198.00 |
| | 8074 Contracts/Fees/Rentals | 140,806.00 |
| | 8077 Travel/Staff Development | 7,309.00 |
| | 8079 Dues & Subscriptions | 2,850.00 |
| | 8097 Contingency | 250.00 |
| 2501- | Building Operations | |
| | 8050 Supplies | 300.00 |
| | 8069 Personnel Services, P.T. | 27,243.00 |
| | 8169 Benefits, P.T. | 1,228.00 |
| | 8097 Contingency | 250.00 |
| 2502- | Front Desk Operations | |
| | 8050 Supplies | 300.00 |
| | 8069 Personnel Services, P.T. | 26,920.00 |
| | 8169 Benefits, P.T. | 989.00 |
| | 8097 Contingency | 250.00 |
| 2503- | Recreation Services | |
| | 8050 Supplies | 300.00 |
| | 8051 Printing & Advertising | 600.00 |
| | 8069 Personnel Services, P.T. | 36,108.00 |
| | 8169 Benefits, P.T. | 1,221.00 |
| | 8097 Contingency | 250.00 |
| 2504- | Cardio/Weight Room Operations | |
| | 8050 Supplies | 415.00 |
| | 8051 Printing & Advertising | 25.00 |
| | 8052 Communications | 10.00 |
| | 8056 Repairs & Maintenance | 900.00 |
| | 8069 Personnel Services, P.T. | 48,129.00 |
| | 8169 Benefits, P.T. | 2,915.00 |
| | 8097 Contingency | 250.00 |
| 2505- | Pool Operations | |
| | 8050 Supplies | 5,893.00 |
| | 8051 Printing & Advertising | 250.00 |
| | 8052 Communications | 10.00 |

DISBURSEMENTS (continued)

| | | |
|-------|---------------------------------------|-----------|
| 2505- | Pool Operations (continued) | |
| | 8056 Repairs & Maintenance | 200.00 |
| | 8069 Personnel Services, P.T. | 40,292.00 |
| | 8169 Benefits, P.T. | 2,432.00 |
| | 8074 Contracts/Fees/Rentals | 4,800.00 |
| | 8097 Contingency | 250.00 |
| 2506- | Rock Wall Operations | |
| | 8050 Supplies | 500.00 |
| | 8051 Printing & Advertising | 300.00 |
| | 8056 Repairs & Maintenance | 250.00 |
| | 8069 Personnel Services, P.T. | 4,752.00 |
| | 8169 Benefits, P.T. | 288.00 |
| | 8079 Dues & Subscriptions | 200.00 |
| | 8097 Contingency | 250.00 |
| 2507- | Intramural Sports Program | |
| | 8050 Supplies | 7,158.00 |
| | 8051 Printing & Advertising | 3,650.00 |
| | 8052 Communications | 75.00 |
| | 8069 Personnel Services, P.T. | 35,950.00 |
| | 8169 Benefits, P.T. | 1,651.00 |
| | 8074 Contracts/Fees/Rentals | 3,565.00 |
| | 8077 Travel/Staff Development | 2,010.00 |
| | 8084 Insurance | 8,640.00 |
| | 8097 Contingency | 250.00 |
| 2508- | Group Exercise/Instructional Programs | |
| | 8050 Supplies | 500.00 |
| | 8051 Printing & Advertising | 300.00 |
| | 8052 Communications | 10.00 |
| | 8056 Repairs & Maintenance | 250.00 |
| | 8069 Personnel Services, P.T. | 40,446.00 |
| | 8169 Benefits, P.T. | 3,838.00 |
| | 8097 Contingency | 250.00 |
| 2509- | Personal Training | |
| | 8050 Supplies | 696.00 |
| | 8051 Printing & Advertising | 500.00 |
| | 8069 Personnel Services, P.T. | 16,069.00 |
| | 8169 Benefits, P.T. | 907.00 |
| | 8079 Dues & Subscriptions | 120.00 |
| | 8097 Contingency | 250.00 |

DISBURSEMENTS (continued)

| | | |
|-------|-------------------------------|-----------|
| 2510- | Titan Youth Sports Camp | |
| | 8050 Supplies | 8,867.00 |
| | 8051 Printing & Advertising | 9,204.00 |
| | 8052 Communications | 719.00 |
| | 8054 Merchandise for Resale | 144.00 |
| | 8069 Personnel Services, P.T. | 42,177.00 |
| | 8169 Benefits, P.T. | 4,454.00 |
| | 8074 Contracts/Fees/Rentals | 44,810.00 |
| | 8084 Insurance | 2,110.00 |
| | 8097 Contingency | 250.00 |
| 2511- | Learn to Swim Program | |
| | 8050 Supplies | 595.00 |
| | 8051 Printing & Advertising | 516.00 |
| | 8069 Personnel Services, P.T. | 22,185.00 |
| | 8169 Benefits, P.T. | 2,455.00 |
| | 8074 Contracts/Fees/Rentals | 6,921.00 |
| | 8084 Insurance | 2,520.00 |
| | 8097 Contingency | 250.00 |
| 2512- | Special Events | |
| | 8050 Supplies | 5,300.00 |
| | 8051 Printing & Advertising | 6,775.00 |
| | 8069 Personnel Services, P.T. | 7,802.00 |
| | 8169 Benefits, P.T. | 656.00 |
| | 8074 Contracts/Fees/Rentals | 25,000.00 |
| | 8097 Contingency | 1,000.00 |

| | |
|----------------------------|-----------------------|
| TOTAL DISBURSEMENTS | \$1,278,561.00 |
|----------------------------|-----------------------|