S&A Funding Request Documentation (FY19 Supplemental & FY20 General Requests)

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

You will submit this form after you PDF it and save a copy. Once you have completed this step, navigate to your EagleSync Portal, select TREASURY, select MANAGE BUDGETS, select CREATE NEW BUDGET, select the budget that matches the request you would like to make. It is critical that you select the correct budget form. Your options will be:

FY2020 (July 2019-June 2020)

FY2019 Supplemental Budget Request (January 2019 to June 2019)

FY2019 (July 2018 to June 2019) *Do not select FY2019 (July 2018 to June 2019). We have already awarded all funding for this budget period.

Projected Timeline for FY20 (July 2019-June 2020) S&A Funding for EWU Departments/Programs/Units:

FY20 Budget Request Submission Deadline: Wednesday, January 9th, 2019 at 5pm
FY20 Budget Review Meetings and Presentation Dates for EWU S&A

November 30th - 11:30am 1pm | General Introductions and Process for FY19
January 18th – 10:30am-1pm | Training
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests
February 15th – 10:30am – 1pm | Scheduled Budget Presentations
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations
March 1st – 10:30am – 1pm | Scheduled Budget Presentations
March 8th – 10:30am – 1pm | Recommendations
April 5th – 10:30am-1pm | Recommendations
April 12th – 10:30am-1pm | Finalize Recommendations

Please note that not all departments/programs/units will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY20 Funding Proposal Due to BOT: May 11th, 2019
FY20 Funding Award Letters Sent: June 2019

Projected Timeline for FY19 (January 2019- June 2019) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

LAST DATE TO SUBMIT: Wednesday, January 9th, 2019 at 5pm *The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Alicia Decker at asewufinancevp@ewu.edu. The committee will review your request to submit and be in touch.
FY19 Presentation Dates for EWU S&A SUPPLEMENTAL

November 30th - 11:30am 1pm | General Introductions and Process for FY19
January 18th – 10:30am-1pm | Training
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests
February 15th – 10:30am – 1pm | Scheduled Budget Presentations
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations
March 1st – 10:30am – 1pm | Scheduled Budget Presentations
March 8th – 10:30am – 1pm | Recommendations
April 5th – 10:30am-1pm | Recommendations
April 12th – 10:30am-1pm | Finalize Recommendations
ADDITIONAL DATES TBD

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY19 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

Projected Timeline for FY2020 (July 2019 - June 2020) S&A Funding for EWU Clubs & Organizations (C&Os):

LAST DATE TO SUBMIT: Wednesday, April 10th, 2019 at 5pm
FY20 Budget Review Meetings and Presentation Dates for C&Os: BY APPOINTMENT WITH ASEWU FINANCE COMMITTEE
FY20 Funding Award Letters Sent: As Awarded

Status: Pending

S&A Basic Request Information

Contact Information [Required]
Please fully complete your contact information.

First name: Samantha
Middle initial:
Last name: Armstrong Ash
Email address: sarmstrong@ewu.edu
Phone number: 509.592.7169
Address: Showalter 129
City: Cheney
State: WA
ZIP: 99004

S&A Funding Guidelines [Required]	[X] I have reviewed, understand, and agree to follow the above.

General Guidelines for Requesting & Spending Funds Awarded:

S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.

Purchases supported by fees must conform to the organization's approved objectives and expenditure plan submitted to the 2018-19 S&A Fee Committee. If you plan to adjust your approved expenditure plan, it is required that you notify and request the ability to spend differently from the 2019-20 request and the funds awarded to you based on this request, you will need to come back to the S&A Fee Committee to request permission to re-allocate the funds you were awarded.

The S&A Fee Committee considers how the last allocation was managed and spent. A well-documented history of prudent expenditures improves the organization's chances for continued funding.

Expenditures should clearly promote and conform to the University's mission and goals.

All purchases should be reasonable and prudent.

Purchases may not directly or indirectly result in personal material benefit.

An organization is to discuss all purchases with their designated expenditure or budget authority prior to purchasing items or services. Individuals with budget authority can outline what is allowable and appropriate or indicate a University office for resolution of questions.

S&A Fees are considered public monies of the State of Washington. Each purchase from an organization's account must be allowable, authorized, recorded, and appropriately used.

Individual students may not unilaterally make purchases.

Individuals may not make purchases with personal money and seek reimbursement without prior approval.

All University paperwork must be complete and signed by the expenditure authority before purchases occur.

Contract that require an expenditure of S&A fee monies must be processed through EWU Procurement and Contracts.

The organization must not commingle S&A Fee Monies with other types of funds.

The organization must not overspend S&A fee accounts. The organization must carefully monitor expenditures and allocations.

FY19 and FY20 EWU S&A Budget Planning Guidelines [Required]
As you plan and deliver your budget plans for FY20 and FY21, please use these assumptions and considerations. Please contact Budget Services OR Samantha Armstrong Ash (509.359.7852 or sarmstrong@ewu.edu) via phone or email with any questions during this process.

Expenditures Assumptions

•Classified base wage increase FY20 3%

•Public Service Employees (PSE-Exempt) base wage increase estimated July 1, 2019 for FY20 is 1%

•Faculty general salary adjustment FY20 is 4%

•Exempt base wage increase on July 1st of each year estimated for FY20 at 3%

•Benefit increase is planned for FY20 at 2%

•Direct Expense increase FY20 is 2%

Historical Analysis

Judy Miller in Student Accounting will be providing you a breakdown of what you have spent in YTD in each budget category. Additionally, she is happy to work with you to review your spending trends from years past.

Consider the accuracy of your budget and changes experienced/planned for your unit.

Be sure to take into account any cyclic expenditure patterns unique to your index such as quarterly expenditure patterns, or cyclic employee costs.

Classified positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. The department is responsible for funding step increases AND general salary adjustments.

PSE exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

Exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE.

Benefit increases – Increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

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Anticipated position and benefit increased based on the expenditure assumptions should be reflected as an increase to the direct expense budget. Do not change the total in the individual positions.

Other Considerations

Consider possible changes for future years (FY2020 and FY2021):

• Revenue changes based on quantity (enrollment) and/or price
• Salary Increases
• Benefit Increases
• Promotions
• Retirements
• Vacancies
• Change in total number of positions
• Recruitment costs
• Reclassification of positions
• Pool positions for temporary faculty or graduate service appointment funding changes
• Minimum wage increases to $12.00 1/1/19 and $13.50 in 1/1/20
• Direct expense budget changes (i.e. supply costs increasing or equipment replacement)

The Budget Services team is available for any assistance in the budget planning process.
Thank you for your contribution to a collaborative budget process.

[X] I have reviewed, understand, and agree to follow the above information in planning my budgets.

Please select what best represents your request: [Required]
To ensure that you are completing the right process, please select from the drop-down menu below.

[X] EWU Department/Program/Unit S&A Funding Request for FY2020 (July 2019-June 2020)

What department/program/club/organization are you requesting for? [Required]	Student Accounting

Simple title/name of your department/program/club/organization.

EWU Department/Program/Unit S&A Funding Request for FY2019 (July 2018-June 2019)

Please provide a brief summary of your department/program/unit and why you are applying for S&A funds. [Required]
This section should be <200 words.

Student Accounting supports the students, faculty, and staff of Eastern Washington University. Our department assists clubs, organizations, programs, units, and departments manage and spend S&A fund allocations and Club Funded accounts.

This department is designed to ensure that S&A allocations and clubs funds are spent in accordance with University policies and bylaws. In addition to being the primary point-people for helping manage club & S&A funds, we oversee the S&A Budget Request Process and set-up, develop and implement financial literacy training for students across campus, and help oversee the execution and payment of large contracts (ex. Childcare Center).

Our goal is to assist students, faculty, and staff and ensure that all are good stewards of student funds. We know that many students, faculty, and staff are not familiar with the processes that are required to disburse S&A and club funds and are happy to serve as both a service and education hub when it comes to financial matters related to co-curricular programs.

Historically, this department has been fully funded through the S&A process as a result of the work being performed being directly tied to the distribution and disbursement of student funds.

Did your department/program/unit receive S&A Funding last year? [Required]	[X] Yes

If you answered yes to the previous question, please submit the total received in S&A Funding:	197300

Please enter a number (without any characters) that represents the total funding received for FY2019 (July 2018-June 2019)

What is the total amount of support received annually beyond S&A Fees - on average? Please outline any support you receive beyond S&A Fees. [Required]
Please highlight funding you receive from Generated Revenue (Ledger 2), State Support (Ledger 1), Sponsorship, Fundraising, etc.

.7 FTE of Samantha's salary is covered by Ledger One (State) and Ledger Two (Revenue) dollars as a result of her work beyond Student Accounting to support the Division of Student Affairs and help oversee large contracts (exmp. Rockwood Healthcare).

The Student Accounting Office has not, historically, charged for services or processing and, as a result, does has minimal S&A (revenue) coming in. However, minimal revenue is generated through student organizations and departments using Credit Card processing machines and a practice was approved by the S&A committee that when clubs have been inactive for five years, the money is deposited into a revenue account to support club training and financial education. With these two revenue streams, we predict that we will generate in average of $500 per year in revenue with fluctuations as a result club closures.

Please describe how your department/program/unit has worked to pursue alternate funding sources (non-S&A fee): [Required]
If you earn revenue, please clarify how much of the revenue you earn is from students.

Student Accounting does not receive outside funding to supplement the budget other than noted above. We do seek campus partners for financial literacy programs (exmp. Housing & Residential Life supporting prizes for financial literacy education programs). We are dedicated to doing what we can to reduce costs and pursue free-alternatives to the programming we offer. We are currently in process of working with the EWU Foundation to secure a donor to support EVERFIs online financial education platform for three-years ($60,000 value).

Briefly explain how your department/program/unit plans to spend any funding awarded. It is important to note any increases or decreases for FY20 and the reason for these. [Required]

81.6% of our budget request covers the salaries and benefits for 2.05FTE and one student worker for 19 hrs. per week during the academic year. This staff provides all of the budget support for S&A allocations and club funded accounts (183 club accounts and 80 S&A funded accounts). Additionally, this staff provides club training support related to club accounts and financial literacy education for the campus.

The 2.1% increase to the budget this year is due to expected wage increases - cost of living (COLA) and step-increases for classified positions & projected contract increases (CampusLabs (EagleSync) for S&A Accounts). We have minimized our increase by reducing our direct expense to help cover the expected increases.

If you are requesting money for salary/wages/benefits, how many FACULTY do you expect to support with the allocation you are requesting?
Please enter the number of faculty. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many ADMINISTRATIVE STAFF do you expect to support with the allocation you are requesting?
Please enter the number of administrative staff. If "zero", type "0."

.3

If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?
Please enter the number of classified staff. If "zero", type "0."

1.75

If you are requesting money for salary/wages/benefits, how many UNDERGRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?
Please enter the number of undergraduate student staff. If "zero", type "0."

1

If you are requesting money for salary/wages/benefits, how many GRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?
Please enter the number of graduate student staff. If "zero", type "0."

0

Are there any long-term contracts/obligations associated with this funding request. If yes, please list each obligation and the amount associated with it. If no, please note NA. [Required]

EagleSync Budget Management Service ($5000): Supports easy tracking for clubs, organizations, units, and departments for both club funded accounts and S&A accounts. Individuals are able to request reimbursements and this platform has allowed us to reduce our footprint (reliance on paper). This platform also supports the S&A Fee request process.

Clifton Larson Allen: Student Accounting pays for required auditing, annually, for all S&A funds. This is a portion of what the University pays for required auditing services. ($12,500)

Telephones: Student Accounting annually spends approx. $2000 for telephones in the Student Accounting Department. These are set charges and tied to contracts managed out of IT.

Konica- Minolta: Student Accounting leases a printer. We made the decision to consolidate out printing and not invest in replacing desktop printers (3 of them) with expensive ink cartridges. We costed out entering into a lease and having a central printer and opted to consolidate. We do have a base contract and then are charged for copies. Our projected expenditure here is $2000.

Quickbooks: Annual fee $500.00. This program is used to cut checks to clubs/organizations and serves as a dual tracking system for club funds.

Briefly explain how you ensure that student fees do not subsidize non-student use? [Required]

We are the department charged with ensuring that student fees do not subsidize non-student use. Our work is all direct service to programs/departments/units/clubs that directly serve students and support co-curricular programs for EWU students. All of our services are free to students and our marketing efforts for financial literacy and programming are student focused.

Briefly explain how your department/program/unit collaborates internally with departments, programs, units: [Required]

We support, collaborate and engage in programming regularly with New Student Transition & Parent Programs, SAIL, ASEWU, Housing & Residential Life, and Campus Recreation. Additionally, we are continually looking for ways to partner with faculty in relation to financial literacy programming.

This year, so far, we have:
*provided financial literacy programming for Housing & Residential Life and LLC courses
*been instrumental in designing, implementing and sponsoring Loot Camp a financial literacy and scholarship boot camp
*developed a number of financial education print pieces
*engaged in Housing and Residential Life house-calls
*provided training to clubs and organizations with SAIL & Campus Rec
*partnered with Financial Aid and Student Financial Services to increase financial literacy training and support ASEWU efforts here
*tabled at every firstStep to increase financial literacy engagement with new students

Briefly explain how your department/program/unit collaborates externally with outside stakeholders: [Required]

We rarely partner with outside stakeholders other than alumni who serve as advisors and support our student clubs/organizations. We have been approached to partner with banks to increase financial literacy training and have opted, for now, to keep our financial literacy efforts stand-alone without the support of any external entity that would have a vested interest in how or where money is deposited.

Briefly explain how your department/program/unit contributes to the local/regional community: [Required]

Our department provides direct support and service to clubs, organizations and S&A funded departments, Other than supporting their efforts and advising them, we do not directly contribute to the local/regional community.

Please highlight the impact this department/program/unit has on campus. [Required]
Briefly describe the need for your department/program/unit. How does your department/program/unit support the mission and/or goals of EWU?

Student Accounting supports the EWU mission through support of student engagement programs and services, ensuring that student funds are used to benefit student learning and engagement across campus. We believe in and work hard to be student centered, provide a quality experience for students, ensure that students have the access to the knowledge and resources they need, and continue to increase our ability to create an open and inclusive environment on campus.

Briefly describe how your department/program/unit assesses the effectiveness of your programs/services: [Required]

We receive regular feedback from students, clubs/organization advisors, and faculty/staff on how we can better meet their needs. For all educational workshops/outreach efforts, we engage in formal evaluation/assessment forms.

Specifically for financial literacy educational programs we have students complete evaluation resources and then fill out a staff report on how we can improve.

We work and regularly meet with professionals in budget, general accounting, accounts payable, contracts & procurement to assess our processes and procedures and implement new strategies to meet needs.

What service indicators (data) are tracked & how is this information collected? [Required]

All clubs and organizations are required to register their club/organization in EagleSync and have an on campus (faculty/staff) advisor. Based on data drawn from EagleSync and who is involved in clubs/organizations we are able to provide clear estimates of the number of students, faculty, staff, and alumni we work with who have club/organization accounts or receive S&A Funds. While we primarily work with officers in clubs/organizations, our work does benefit the larger body of students who are involved in clubs and organizations. We will be refining how we track this data and ensure accurate figures in the future.

Based on the data/utilization numbers you collect, please share the number of STUDENTS your department/program/unit benefits/serves annually: [Required]
Please enter the number of students. If "zero", type "0.

3000

Based on the data/utilization numbers you collect, please share the number of FACULTY your department/program/unit benefits/serves annually: [Required]
Please enter the number of faculty. If "zero", type "0.

35

Based on the data/utilization numbers you collect, please share the number of STAFF your department/program/unit benefits/serves annually: [Required]
Please enter the number of staff. If "zero", type "0.

45

Based on the data/utilization numbers you collect, please share the number of ALUMNI your department/program/unit benefits/serves annually: [Required]
Please enter the number of alumni. If "zero", type "0.

20

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your department/program/unit benefits/serves annually: [Required]
Please enter the number of external stakeholders. If "zero", type "0.

15

Please outline the top funding priorities for your program/department/unit: [Required]

1) Wages & Benefits
2) Established Contracts
3) Supplies & Financial Literacy Support
4) Staff Development

What will the impact be if this request is not funded or fully funded? [Required]

We will need to reduce expenditures. In order, we will cut or reduce expenditures related to:
1) Staff Development
2) Financial Literacy Support
3) General Supplies
*If we need to reduce beyond these amounts, we will be forced to reduce student employment to meet our contract obligations.

How does your department/program/unit ensure that you are good stewards of awarded funding? [Required]
Please outline how you track and manage your budgets to ensure financial sustainability.

We believe in maximizing student dollars to support students and student efforts. While our department is mostly direct service vs. programming, the time we spend with students educating, coaching, and helping them be good stewards of S&A dollars and club funds is critical to the success In addition to continually referring to University and state policies and procedures related to S&A Fees and general contracts/procurement policies, we follow the recommendation(s) and feedback provided from the S&A Fee Committee on how they would like to see us spend our allocations. Accordingly, we help track, manage and educate all departments/programs/units/clubs/organizations that receive S&A allocations. We are the hub for helping ensure that all S&A funding recipients are good stewards of awarded funding.

Is there anything else you would like the S&A Fee Committee to consider when reviewing your funding request for FY2020?
If no, please type NA.

We understand that there are a finite amount of resources and that every dollar allocated needs to support efforts that help and support students. We are more than happy to expand on our proposal, answer additional questions, and/or meet with the committee. We value your time and effort in helping ensure that EWU students voices are hear and financial support is available for programs/services that increase student learning and engagement at EWU.

Is your department/program/unit interested in presenting to the S&A Fee Committee? [Required]
Please select the answer that fits best. Note: While we value all interest in presenting to the S&A Fee Committee, time for all requests to be presented may not be possible. The Committee will schedule departments/programs/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule departments/units/programs who would like to present where there are no outstanding questions/concerns based on their proposal.

[X] *Only if the S&A Fee Committee has concerns or questions

If your request includes funding for staff, please confirm that you have budgeted for all increases, according to the Budget Assumptions outlined, and that number will be included in your Direct Expense figure when you build your budget. [Required]
Please select the best answer.

[X] I confirm