



TO: Services and Activities Fee Committee

FROM: Emily Maiani, Director of Budget and Administrative Services

DATE: December 22, 2014

SUBJECT: Request for Services and Activities Funding 2014-2015
(for the 2015-2016 Academic Year)

Your meeting is scheduled for:

Location:

The following questions should be answered in narrative format and submitted along with the S&A Excel spreadsheet to the Services and Activities Fee Committee by **January 9, 2015**. You may EMAIL them to emaiani@ewu.edu or deliver them in hard copy to the Student Affairs Office in SHW 129.

These questions will provide the basic information necessary for the S&A Committee to evaluate the request for funding. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

Budget Questions

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Budget Request Form (Excel spreadsheet), including an explanation of increases or decreases from the previous year's request. Items that are vague, such as "contract services" should be clearly explained.

Compensation (provide explanation for each type):

The Student Accounting office employee mix has changed since last year. There are two classified staff members, one is full time and one is part time 0.6 for a total of 1.6 FTE. There is a portion (0.3) of one exempt employee who supervises the Student Accounting Office. In addition, there are two PT student employees working about 15 hours each per week for a total of 0.75 FTE. The projected rates of pay for staff members were used that include the step increase plus 1% for classified staff.

Personal Service Contracts:

The amount budgeted for this line item is for the cost of the mandatory annual audit. This item is a fixed cost which this office has no control over; we are allocated a portion of the total audit fee by the Department of Business and Finance.

Other Contract Services:

This category captures the cost of printers/copiers used in the Student Accounting office and the cost of the Foundations of Personal Finance program which is offered free of charge to students.

We also anticipate incorporating the accounting functionality within EagleSync to allow Clubs and Organizations to move to an all-inclusive type environment for processing their trips, expense requests, etc.

Travel:

There is no travel anticipated for next fiscal year. This is a decrease from previous years since there is no longer a CPA in this department that has to travel for an annual conference.

Supplies:

This line item captures all office supplies that we use in the Student Accounting Office. The request is similar to last year. This estimate is based on the first six months of actual supply expenses in Student Accounting. Second, it includes \$2500 for the Student Accounting Office to supply the S&A Fee Committee with binders, printed materials, informational packets and all other resources needed for the Committee to effectively conduct its business on an annual basis.

Equipment:

This line item captures any replacements of computers and printers that are necessary during the year. The copy/fax machine quality is diminishing, lines on copied documents cannot be corrected and with the age of the machine, it is cheaper to replace with a new model than the labor and maintenance needed to repair it.

Other:

This line item is increased by \$500 to cover additional anticipated needs to service increased S&A Fee Committee Proposal requests and OrgSync estimate.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

Our office is responsible for the accounting and administration of funds for all organizations that receive funding from the Services and Activities Fee as well as Club Funded accounts. We service any and all students that participate in a club or organization on campus.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

Our office provides student employment for two students. Each one works approximately 12-15 hours per week for a total of 0.75 FTE. This was new in FY14 due to the reorganization in staffing. The student employees help to cover the reduction of one FT classified staff position.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

Our office provides administrative/financial support and we gauge our effectiveness by the level of service that we are able to provide students (our customers). Our goal is to provide timely, professional support to all clubs and organizations for which we manage budgets. We currently do not collect student input officially, but we receive feedback from various students we work with on a regular basis. We do not have an advisory committee.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year's demographics.

Not applicable – our office only deals with student uses.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

Not applicable

7. Are there any long term obligations associated with this funding request?

No, there are no long term obligations.

8. Was your 2014-2015 S&A Fee allotment increased, decreased or unchanged from the 2013-2014 amount? What was the overall impact on your organization and its ability to serve students? How closely are your actual expenditures aligning with the budget presented to last year's Committee?

Our allotment of funding was decreased in 2014-2015 by \$21,993 to \$188,222 over the funding provided in 2013-2014 of \$210,215. This decrease in funding derived from salary and benefit savings of a classified staff member position being eliminated and a reorganization as previously mentioned.

We work hard to make the most of the funds we are given from the S&A Fee Committee and have further decreased our request by \$5,389 for a total request of \$182,833.

Within this reduced budget request is the additional allocated funding to purchase the OrgSync software agreement that will allow Clubs and Organizations to complete the accounting process through the EagleSync portal, saving time and money.

9. What is the impact to service students if your request is not funded or lowered?

The impact would be a decline in the level of service that we are able to provide to Clubs and Organizations. Overall, we believe decreasing this budget more than requested would increase the workload of all of the organizations that receive funding through the S&A Fee process. An additional reduction in funding would definitely slow our turnaround time on checks for activities and events, reimbursements, and budget updates.

10. What are three new initiatives for future years?

- a. Continue to offer Foundations in Personal Finance or a different opportunity to assist students in learning to prepare and follow a personal budget.*
- b. Work with OrgSync to incorporate the accounting features within EagleSync that will allow Clubs and Organizations to move toward a more paperless environment.*
- c. Continue to work with Clubs and Organizations on document processes and protocols so they can successfully host their events.*



**Services and Activities
Fee Committee**

2015-2016 Budget Request Form (Services and Activities Fee Funding Only)
Student Accounting 300087

Note: this worksheet is for Services and Activities Fee budget only, if your program receives funding from other sources you must also complete the Total Budget form on the next tab of this worksheet.

Services and Activities Fee Budget Request	2012-2013 Budget	2012-2013 Actual	2012-2013 Budget vs. Actual	2013-2014 Budget	2013-2014 Actual	2013-2014 Budget vs. Actual	Current Year Budget 2014-2015	2015-2016 Request	Increase/(Decrease) Current Year Request to Prior Year Budget
Services and Activities Fee Revenue (510)									-
EXPENSES									
Compensation									
Classified (631)	125,165	105,013	(20,152)	125,876	88,096	(37,780)	73,947	74,686	739
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	22,101	19,299	(2,802)
Temp/Hourly Student Wages (660)	-	-	-	-	11,707	11,707	19,182	16,758	(2,424)
Taxes and Benefits	48,705	45,792	(2,913)	49,009	36,522	(12,487)	40,162	34,045	(6,117)
Total Compensation	173,870	150,805	(23,065)	174,885	136,325	(38,560)	155,392	144,789	(10,603)
Operations/Direct Expense(700)									
Personal Service Contracts	11,000	-	(11,000)	12,000	11,500	(500)	12,000	12,000	-
Other Contract Services	6,000	10,000	4,000	10,115	10,115	-	10,115	14,915	4,800
Travel	7,000	2,960	(4,040)	7,000	-	(7,000)	-	-	-
Supplies	3,000	4,226	1,226	2,500	4,509	2,009	7,000	7,023	23
Equipment	2,000	2,902	902	1,000	549	(451)	1,000	891	(109)
Other	7,345	13,693	6,348	2,715	2,965	250	2,715	3,215	500
Total Operations	36,345	33,781	(2,564)	35,330	29,638	(5,692)	32,830	38,044	5,214
Total Expenses	210,215	184,586	(25,629)	210,215	165,963	(44,252)	188,222	182,833	(5,389)
Operating Budget Surplus (Deficit)	(210,215)	(184,586)	25,629	(210,215)	(165,963)	44,252	(188,222)	(182,833)	5,389
Unexpended and Returned to S&A Fund		-			-				

Instructions:

If your program has received S&A funding in the prior year the request that was submitted last year will be sent to you as a reference upon your request.

If this is the first time your program has requested S&A funding the historical information should be left blank.

If you need additional information contact Emily Maiani at emaiani@ewu.edu