



Annual FY22 EWU S&A Budget Request (Dept/Prog/Unit)

## Student Accounting

Submitted By: Judith Miller, jmill62@ewu.edu on 1/28/2021 12:36:15 PM

**[DRAFT]**

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 spreadsheet (available [HERE](#)) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to respond to questions that will explain the impact your unit has on the student community, and what you intend to use the requested funds for.

**Here are the budget requests currently being accepted for consideration to receive funding.**

- FY2022 (July2021-June2022)
- FY2021 Supplemental Budget Request - NOT AVAILABLE

**All funding requests must be received by:**

Friday, January 29th, 2021 at 5pm

**Estimated S&A Fee Committee Schedule:**

- End of Jan. | General Committee Introductions and Process Orientation
- End of Jan | Training
- 1st week Feb | Review Fee Increase Proposal
- 3rd - 4th week Feb | Initial Review of FY22 Requests
- 1st - 3rd week Mar | Scheduled Budget Presentations
- 4th week Mar - 1st week Apr | Recommendations
- 2nd week Apr | Finalize Recommendations
- TBD | Funding Proposals Issued to BOT
- 7/15/21 | Funding Award Letters Sent

**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 2020-21 S&A Fee Committee. If you plan to deviate from your approved expenditures, it is required that you notify and request the ability to spend differently from the 2021-22 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.

**As you plan and deliver your budget plans for FY21 and FY22, please use these assumptions and considerations.**

- Classified base wage increase FY22 0%
- Public Service Employees (PSE-Exempt) base wage increase estimated July 1 for FY22 is 0%
- Faculty general salary adjustment FY22 is 2%
- Exempt base wage increase on July 1st of each year estimated for FY22 at 0%
- Benefit increase is planned for FY22 at 4%
- Direct Expense increase FY22 is 2.4% Historical Analysis

**Additional Information**

- Judy Miller in Student Accounting can provide you with 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
- 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 Budget Considerations**

- Minimum wage increases to \$13.69 on Jan. 2021
- Starting in Sept 2020, L&I will make a cost of living adjustment to min. wage earners and clerical worker. This minimum wage will be announced Sept 30, and take effect on Jan. 2021, and yearly thereafter.

**Contacts**

- Emily Fitzgerald (ASEWU) – [asewufinancevp@ewu.edu](mailto:asewufinancevp@ewu.edu)
- Judy Miller (Student Accounting) – [jmiller62@ewu.edu](mailto:jmiller62@ewu.edu)
- Sam Armstrong Ash (Dean of Students) – [samstrong@ewu.edu](mailto:samstrong@ewu.edu)

For the complete S&A Fee Guidelines, click [HERE](#).

## Requesting Organization

Student Accounting

### Requester's Contact Information

#### Name

First & Last Name

Judy Miller/Student Accounting

#### Phone Number

(555)555-5555

509 359 7891

#### Email

[jmiller62@ewu.edu](mailto:jmiller62@ewu.edu)

#### Mailing Address

Administrative Office (Street, City, State, Zip)

SHW125

### Budget Request and History

Please complete and submit this narrative along with the budget spreadsheet found [HERE](#). The spreadsheet must be completed and uploaded at the end of

this form.

### Please select which represents your request best?

To ensure that you are completing the right process, please select from the drop down menu. If you are requesting both, you will need to submit two separate budget requests (spreadsheet and narrative).

Annual Funding for FY22

### Please provide a summary of your dept/prog/unit.

This section should be <200 words.

Student Accounting support to 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 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.

### How does your dept/prog/unit plan to spend the awarded funds.

It is important to note any increases or decreases for FY22, and the reason for these.

78% of our budget request covers the salaries and benefits for 1.75FTE for classified employees and 15% will allow us to employ our greatest assets at EWU 3 student workers 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. You will see that this years budget is only 2,000 more than last years "awarded" budget, which was cut from the original request last year by 24,380. All Departments had a reduction this year in telephone costs passed down by the Telecommunications Department by a little less than 1/2. You will see that the only increase on our request this year will be for the cost we will be required to pay in benefit increases to our classified staff, which is a mandated cost this year of approx. 4%.

### Did your dept/prog/unit receive funds in 2020-21 (FY2021)?

Yes

### If you answered yes to the previous question, please submit the total received funding.

Please enter a number (without any characters) that represents the total funding received for FY2021 (July 2020 - June 2021)

170000

## Salaries, Benefits, & Wages

### Does your request include any staff salaries/benefits, and/or student wages?

Yes

### 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?

If zero, type "0".

4

**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?**

If zero, type "0".

0

**If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?**

if zero, type "0"

2

**If you are requesting money for salary/wages/benefits, how many ADMINISTRATIVE STAFF do you expect to support with the allocation you are requesting?**

If zero, type "0".

0

**If you are requesting money for salary/wages/benefits, how many FACULTY do you expect to support with the allocation you are requesting?**

If zero, type "0".

0

**Please confirm that you have budgeted for all salary increases, according to the Budget Assumptions outlined, and that number will be included in your direct expense figure when you build your budget**

Yes

## Impact From Funding

**How does your dept/prog/unit collaborate with departments, programs, units?**

Be specific, and respond in <200 words.

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. Given that this last year has been a challenge with COVID 19 restrictions we have listed below the things we will do on a regular basis when allowed to do so. \*team members regularly volunteer for student events \*provide financial literacy programming for Housing & Residential Life and LLC courses \*participate in sorority recruitment training \*engage in Housing and Residential Life house-calls \*provide training to clubs and organizations with SAIL & Campus Rec \*partner with Financial Aid and Student Financial Services to increase financial literacy training and support ASEWU efforts here \*table at every First Step to increase financial literacy engagement with new students

**How does your dept/prog/unit collaborate with outside stakeholders?**

Be specific, and respond in <200 words.

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. We have recently partnered with WSECU to offer our students a financial literacy program to help educate and teach them to navigate through their financial health. This is intuitive and can be used by everyone. Please take a look <https://inside.ewu.edu/saas/financial-literacy/money-matters/>

**How does your dept/prog/unit contribute to the local/regional community?**

Be specific, and respond in <200 words.

Our department is directly service to clubs and organizations and other than helping support their efforts and advising them does not directly contribute to the local/regional community.

### **What impact(s) does this dept/prog/unit has on campus? Briefly describe the need for your dept/prog/unit. How does your dept/prog/unit support the mission and/or goals of EWU?**

Respond in <200 words.

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.

### **How does your dept/progr/unit assesses the effectiveness of your programs/services?**

Be specific, and respond in <200 words.

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?**

Be specific, and respond in <200 words.

All clubs and organizations are required to register their club/organization in EagleSync 2.0 and have an on campus (faculty/staff) advisor. Based on data drawn from EagleSync 2.0 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.

## **Financial Responsibility**

### **What are the top funding priorities for your dept/prog/unit?**

Be specific, and respond in <200 words.

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

### **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. Be specific, and respond in <200 words.

\*Telephones: Student Accounting annually spends approx. \$1,000 for telephones in the Student Accounting Department(reduced this year by approx. 1/2). These are set charges and tied to contracts managed out of IT. \*Konica- Minolta: Student Accounting leases a printer. We made the decision to have a central printer in our area. 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. \*Clifton Larson Allen: Student Accounting pays for required auditing, annually, for all S&A funds. This is our portion of what the University pays for required auditing services.(\$3,011)

### **How does your dept/prog/unit track and manage your budgets to ensure financial sustainability?**

Be specific, and respond in <200 words.

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.

### How will you ensure that student fees do not subsidize non-student use?

Be specific, and respond in <200 words.

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.

## Engagement

### Based on the data/utilization numbers you collect, please share the number of STUDENTS your dept/prog/unit serves annually:

If zero, type "0"

3200

### Based on the data/utilization numbers you collect, please share the number of FACULTY your dept/prog/unit serves annually:

If zero, type "0"

37

### Based on the data/utilization numbers you collect, please share the number of STAFF your dept/prog/unit serves annually:

If zero, type "0"

55

### Based on the data/utilization numbers you collect, please share the number of ALUMNI your dept/prog/unit serves annually:

If zero, type "0"

20

### Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your dept/prog/unit serves annually:

If zero, type "0"

15

## Confirm and Submit Budget Request

### Is your dept/prog/unit interested in presenting to the S&A Fee Committee

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 dept/prog/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule dept/prog/units who would like to present where there are no outstanding questions based on their proposal.

No

## Submission Process

1. Upload your budget spreadsheet below.
2. Click [HERE](#) to access and download the budget spreadsheet.
3. Sign this form (below), confirming that the information you've entered is accurate to the best of your knowledge.
4. Scroll to the top of the form, and click the "Submit" button on the upper right corner of the form.
5. The Student Accounting staff will send you a copy of this submitted form (it may take up to a week).

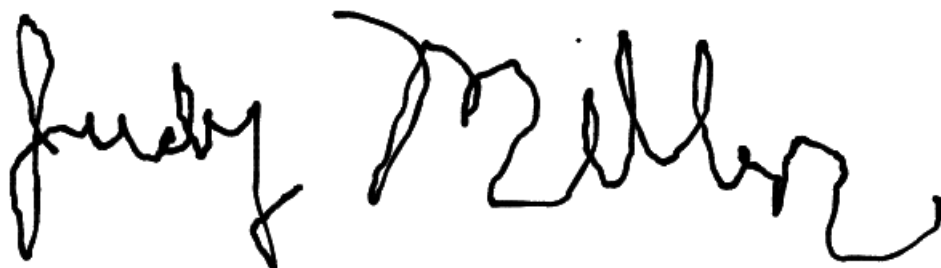
**Upload your dept/prog/unit final budget spreadsheet here.\***

See link to spreadsheet above.

[46a0a122-85a6-46a1-8167-579b117a8bb2.xlsx](#)

### Requester Confirmation

By signing, you confirm that the details included in this budget request are accurate to the best of your knowledge, and are fully aware of EWU's S&A Fee regulations

A handwritten signature in black ink, appearing to read "Judy Miller". The signature is written in a cursive style with a large, sweeping initial "J" and "M".