

**From:** [Eastern Washington University](#)  
**To:** [Miller, Judith](#)  
**Subject:** New S&A Funding Request Submission  
**Date:** Tuesday, January 7, 2025 4:45:21 PM  
**Attachments:** [FY26-Budget-Request-Spreadsheet-7-1.xlsx](#)

---

## New S&A Funding Request received!

### Requesting Organization

Student Accounting

### Requester's Contact Information

#### Name

Judy

#### Phone

(509) 359-6716

#### Email

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

#### Mailing Address

926 Elm St PUB 307  
926 Elm St PUB 307  
Cheney, WA 99004  
United States  
[Map It](#)

### Budget Request and History

#### Attach Budget Request Spreadsheet (found at top of form)

- [FY26-Budget-Request-Spreadsheet-7-1.xlsx](#)

#### Please select which represents your request best?

FY26 Budget Request

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

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 being the primary point-people for helping manage club & S&A funds, we oversee the S&A Budget Request Process and set-up, 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, however this dept. only has one staff member (75% time) of 2 staff funded by the S & A dollars, 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 awarded funds?

The student accounting budget will cover .75 FTE for Classified staff, which is 70% of our budget. We will employ one student at 19 hrs. a week accounting for 12% of our budget (will try and use work study first if available). Our current staff provides all of the budget support for S & A allocations and club funded accounts (160 club funded accounts with balances and currently 50 S& A Funded accounts). We are seeing new clubs starting and also previous clubs restarting monthly. Additionally, this staff provides club training support related to club accounts. You will see this budget is less than \$500 more than last years budget and assumes increase in wages and benefits also. We currently have a contract for a copier lease and copier usage of approx. \$1,850 total and we are also committed to pay a portion of the Auditing contract from the General Accounting Dept. of \$5,000 due to our nature of handling the Club funds, our Quickbooks subscription has increased over \$500 this coming year. Four computer leases. The remaining funds cover maintenance, public relations, supplies and possible training opportunities. We have kept our direct expense below last year while still assuming an increase for the fiscal growth factor.

**Did your dept/prog/unit receive funds in FY25?**

Yes

**Please submit the total amount received in FY25.**

96,000

**Please describe any changes in the amount requested from the previous year.**

As you can see my request is barely over last year request. We will however have an increase in our Quickbooks subscription over \$500, which is vital to managing all the club funded Accounts, as the university does not have any other system internally to use for this process. We will also have an increase in our computer leases. We have 4 total computers in our office 2 of which we are on a lease right now, and two that will have to take on a new lease in FY25 and our department will then have to pay the lease fee on them, as these are from when IT paid the lease from over 4 years ago. Wages have likely a mandatory 3% increase and we must be able to support that increase and any Minimum wage increase.

**Salaries, Benefits, & Wages**

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

Yes

**How many UNDERGRADUATE student employees are being supported by S&A funding?**

1

**How many GRADUATE student employees are being supported by S&A funding?**

0

**How many CLASSIFIED staff are being supported by S&A funding?**

1

**How many ADMINISTRATIVE staff are being supported by S&A funding?**

0

**How many FACULTY are being supported by S&A funding?**

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 other departments, programs, units, outside stakeholders, and the local/regional community?

We support, collaborate and engage in programming regularly with New Student Transition & Parent Programs, Student Community Programs, ASEWU, Housing & Residential Life, and Student Engagement & Recreation. Additionally, we are continually looking for ways to partner with team members, we regularly volunteer for student events, and take part in presentations around campus needed for Clubs & Orgs, participate in sorority recruitment training \*engage in Housing and Residential Life house-calls \*provide training to clubs and organizations with Student Engagement & Recreation \*partner with Financial Aid and Student Financial Services to increase financial literacy training and support efforts of ASEWU by tabling at all events to create student awareness.

### Do these collaborations include financial contributions? If so, please describe.

No financial contributions are given with this funding.

### What impact(s) does this dept/prog/unit have on campus? Briefly describe the need for your dept/prog/unit. How does your dept/prog/unit support the mission, goals, and strategic plan 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.

### How does your dept/prog/unit assess the effectiveness of your programs/services and how is it tracked?

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. 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. 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.

## Financial Responsibility

### What are the top funding priorities for your dept/prog/unit and is any of this funding for contracts? If so, how much?

1) Wages & Benefits (to include students) 2) Established Contracts 3) Supplies & 4) Staff Development  
We do not have any contracts, just leases for copiers and computers.

### How does your dept/prog/unit 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.

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

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**

**Please share the number of STUDENTS your dept/prog/unit serves annually.**

2,500

**Please share the number of FACULTY your dept/prog/unit serves annually.**

20

**Please share the number of STAFF your dept/prog/unit serves annually.**

50

**Please share the number of ALUMNI your dept/prog/unit serves annually.**

10

**Please share the number of OUTSIDE STAKEHOLDERS your dept/prog/unit serves annually.**

20

**Acknowledgment**



I confirm that the details included in this budget request are accurate to the best of my knowledge and are fully aware of S&A Fee regulations.