

Application Questions

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.

b. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

The services provided by the SGAO are specifically unique to this office. The SGAO provides unique services designed specifically to serve ASUNM, GPSA, and other student organizations they support through their financial allocations.

The Student Government Accounting Office (SGAO) was created in 1983 to provide accounting services and financial advisement to both the undergraduate (ASUNM) and graduate (GPSA) student governments and the student organizations they fund. With changing technology and various university system implementations, business process have constantly evolved over the years. The SGAO has adapted to these changes and had continued to provide student with the service they expect.

The SGAO continually hopes to implement our services in order to educate students on UNM policies and procedures to ensure that funds are spent in accordance with university policies and ASUNM/GPSA guidelines, as well as, organizational objectives and problems are handled without much impact to the students. With the university's ongoing changes, our office has been dedicated to ensuring these changes do no interrupt any of the services we provide to the students.

Supporting the University's Mission

The services provided by the SGAO support the University's mission statement because similarly as the University as a whole, the SGAO's main focus and energy go into student success and productivity. The SGAO must understand and focus on the unique missions of student leaders and organizations so that the SGAO is able to assist them to attain their goals through financial planning and execution. This is implemented through the guidance, support, and financial services that the SGAO provides.

As research shows, student involvement in activities outside of their regular coursework acts a big factor in student retention. Funding and accessibility of funds is often a integral part of an organization's success in planning and executing student events. The SGAO exists in order to help the students through the various processes of obtaining and spending their student organization funds. In doing so, we assist the students in planning, budgeting, and accountability of finances in hopes that they carry this experience into the future.

c. How does your unit serve the University's commitment to diversity?

We provide our services to all student organizations, which include an array of minority groups.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project?

N/A. SEED funding was not used to run a specific program or project. Rather, they are

N/A- SFRKB junaing was not used to run a specific program or project. kainer, they are solely used to run the day to day services of the office.

The Student Government Accounting Office is requesting funds to support staff salaries, student salaries, and general operating expenses to include: office supplies, phones, and copying.

The staff and student salaries are the bread and butter of our office. Since we are an accounting office that maintains over 300 student organizations funds it is important to have the staff power to support all the needs and demands of the student organizations. We are open Monday- Friday 8am-5pm and have at least one person here at all times available for students. Also, by receiving SFRB funding for student salaries greatly supports students' opportunity for gaining work professional experience while attending class.

General operating expenses cover office supplies, phones, and copying expenses. These costs are necessary for the office to function and remain accessible to student organizations. Particularly the copying costs, these are the funds used to print the "Spending Guide" that is handed out to every student organization who attends a Spending Workshop.

3. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population.

a. Please complete Budget Form B for funding increases and one-time requests.

N/A

4. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.

a. How are students involved in the governance/decision-making of your unit?

The SGAO office has utilized several evaluation forms and student input. At each financial workshop, SGAO hands out evaluation forms in order for our office to receive feedback from the students. There is also a comment section on our web page to provide the opportunity for students to relay any feedback to SGAO when they see fit. Additionally, we rely on our student employees, who play an important part in our team, to provide valuable input to our operation. The student employees are on the front lines of assistance for individuals coming into our office or calling with questions. Therefore, they often have the best insight and suggestions on how we can improve office processes and efficiency.

b. How many students do you employ (including graduate assistants, interns, etc.)?

Currently, the Student Government Accounting Office employs 4 undergraduate students as a part of the staff. The SGAO, also, performs hiring, employment changes, and time entry for 43 other students: 5 graduate and 38 undergraduate.

5. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

Over the last fiscal year, the Student Government Accounting Office has made improvements to the Spending Workshop presentations to make them more time efficient.

In addition, the accountant 3 sat on a committee for policy revision regarding student organizations and their self-generated funding. This policy change would allow more flexibility when it comes to student organization's self-generated funds to possibly include: donations to charitable contributions and other unallowables per current UNM policy.

6. How does your unit collaborate with other campus units and/or off-campus entities?

As previously stated, the SGAO is the only department who provides these types of services to the student body. However, we often work with various departments to coordinate and expedite the financial needs of student organizations. This includes various academic departments, student service departments, and the central accounting offices of UNM.

7. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been?

Surveys are the method that has been used in the past to evaluate the SGAO. It has been effective and changes have been made accordingly.

8. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?

a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?

N/A- The SGAO is not asking for an increase from last year.

b. Please complete Budget Form C for non-SFRB income.

9. What are your unit's current plans to address the recommendations of last year's SFRB? We understand that these plans are subject to change in response to any unexpected developments later in the fiscal year.

There were not any recommendations provided to the SGAO by last year's SFRB

10. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

The SGAO realizes that many of the members of the Board have interacted with the office on a regular basis, currently or in the past. The SGAO would like to extend an invitation to each Board member to visit our department to see the behind the scenes activity and day to day functions of the office.

*The SGAO is appreciative for the prior funding by placing the following statement on our website, list-serve, and all publications that we provide: **"This service is brought to you by your student activity fee"***

