

2013-2014 Student Fee Review Board
Funding Request Application

Student Government Accounting Office
Name of Department

Michelle Parra Accountant III
Dean/Director Title

SUB 1018, MSC03 2210
Campus Address

277-7888 mparra1@unm.edu
Campus Phone E-mail Address

\$180,929.20 or \$7.66 per FTE
Amount requested per Full Time Enrollment (FTE)
(As a guideline, this year's FTE is **23,620**. Amount above x FTE = Total estimated allocation.)

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board.

Michelle Parra
Submitted By (Print Name)

Department Head Signature Date

Please submit an electronic version of this form via email to sfrb@unm.edu and a hard copy original of this form plus 15 copies to the GPSA Office, SUB # 1021.

By Monday December 16, 2013, 5:00 PM.

***Late applications will not be accepted.**

Note: Chartered Student Organizations are NOT eligible for SFRB funding
***new applicants and/or those that did not receive funding last year do not need to complete items 6, 7, 18, and 19**

SFRB Funding Request Questions

Introduction

- 1) Provide a description of the services provided by your department/program, and how they support the mission of the University.**

The Student Government Accounting Office (SGAO) is responsible for ensuring ASUNM and GPSA's budgetary decisions are upheld, all expenditures adhere to university accounting policy and procedures, and student organizations can accomplish their goals by way of financial resources. Although these three responsibilities often conflict, it is SGAO's responsibility to warrant and find a solution without compromising university standards.

The SGAO offers services, to students, that impact all three cycles of the budget process.

Preparation: The SGAO serves as a means for student organizations preparing budget requests. This includes access to information about current and past expenditures patterns and advice on options for proposed programs.

Allocation: The SGAO assists each student government's Finance Committee in preparing budget workshop presentations, assembling budget request packets, providing necessary data for budget hearings, keeping accurate records of allocated funds and most importantly, taking comprehensive notes to ensure funds are spent in accordance with the Finance Committee's recommendations.

Expenditure: The SGAO assists student organizations that receive ASUNM or GPSA funding by providing mechanisms to allow the student organizations to expend university funds. Serving as the intermediary between the university accounting offices (Unrestricted Accounting, Accounts Payable, and Purchasing), the SGAO develops workshops and forms to enable the student organization to utilize their funds and abide by university policy.

Other services offered by the SGAO:

SGAO Financial Workshops

The financial workshops are designed for student organization officers to learn how to utilize the SGAO and their budgets. Throughout the years, these workshops have been continually improved based on student feedback. The SGAO has consolidated and focused the material to include quick reference materials. Due to the positive feedback, from students, SGAO feels we are moving in the right direction on improving the delivery of information to the students.

In addition, we also offer workshops on areas such as travel, event planning and Pro-Rated Benefits, for those groups who utilize those types of expenditures. The SGAO offers these workshops at various times and dates to ensure maximum attendance. The SGAO continually

reviews the times slots in which it offers these workshops to ensure they work with all student schedules. The SGAO, also, offers these workshops on North Campus and works in conjunction with their student services center to select the optimum time.

The attendance for the 11 Financial Workshops held, summer and fall 2013, was 312. For those students who were unable to attend the scheduled workshops or prefer individualized training, one-on-one workshops were and will continue to be provided to them in the office. The SGAO will evaluate these statistics to determine next year's schedule in hopes of increasing attendance.

Furthermore, SGAO offers pertinent information on obtaining additional funding from the student government and informed students about the necessary steps involved in those processes.

SGAO List-serve

The SGAO list-serve provides communication to keep student organizations informed about upcoming important dates, deadlines, and any changes in policies that affect the way they manage their funds. We currently have over 6000 students subscribed to our list-serve. We have found this is the quickest method to inform student organizations of important information.

SGAO Database and Excel Shadow System

The SGAO uses an Access database that acts as the central location for tracking all documents our office receives. This database is extremely helpful and enables SGAO to track and provide information regarding reimbursements, payments, and turn around time to student organizations. The Access database has been a very efficient resource, especially when researching information on a particular request.

The SGAO currently maintains a shadow system, of UNM's Banner system, in Excel for all student organizations that receive funding from the student government or has self-generated funds. This Excel shadow serves as a quick reconciliation tool for student treasures to ensure the group is spending within budget.

Payroll, Inventory, and Year-end Balance Forwards

The SGAO is responsible for submitting all timesheets for student employees hired on budgets funded by the student government. There are currently 47 individuals on work-study, student employment, or graduate assistantships that re paid through the SGAO.

The SGAO is also responsible for maintaining and completing annual inventory. Currently there is 123 items on our inventory.

Balance forwards are tracked and posted to each student organization, Student Service Agency and provided to the appropriate party in a timely manner.

Event Reports

In order to provide student agencies/organizations more financial information on their major events, the SGAO has developed an event report to detail all the revenue and expenditures for a

specific event. The report enables the agency/organization to accurately track the expenditures and better plan and within budget. The student agency/organization can, also, use the event report when as a reference tool, for incoming officers, when requesting funding from the student governments for the following year.

Appropriation Summaries and General Funds Reports

Prior to each ASUNM Finance Committee meeting, the SGAO prepares a summary of the appropriations that are on the agenda for that week. This includes relevant facts about the group, issues, concerns, or questions. This is transmitted to the Finance Chair prior to the meeting so he/she can share that information with the committee. This has aided the committee by reducing multiple interruptions during the presentations and allows the committee members to formulate questions in advance.

The general fund reports are also prepared in advance of any GPSA or ASUNM finance meetings in order to update the chairs, and hence, student leaders of their funding availability before making funding decisions.

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.

- 2) Provide a brief description of the history and future plans of your department/program. Please briefly describe services offered that are unique to the University.**

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 not interrupt any of the services we provide to the students.

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.

SFRB Budget Overview

- 3) Specifically state which line items will be covered and to what extent by SFRB funds. What is the anticipated impact on the student population?

The SFRB will cover approximately 78% of all line items detailed in the budget request, including salaries, supplies, copying, and telephone expenses. The only exception is student salaries, which will be covered by 89% of SFRB funding.

The Student Government Accounting Office was created to act as the intermediary between student organizations and university accounting departments. This enables student organizations to participate in an array of activities with funding approved by student governments. With over 350 student organizations and student government agencies/communities utilizing our services SGAO feels that has a major impact on the student population of UNM. We provide the information and resources necessary for student leaders to operate their organizations efficiently. These services range from assistance in processing financial documents to advisement of students on various financial matters. The SGAO assists organizations in the procurement of equipment such as computers and other miscellaneous items that are crucial to the operation of their organization. The SGAO, also, assists organizations with planning and executing various events, as well as, travel. The SGAO feels that our services enable a large population of students to participate in extracurricular activities while utilizing their university resources.

- 4) What outside sources of funding (i.e. not SFRB funding) has your department or program sought out in the last fiscal year? Please distinguish individual departments within UNM in which funds were requested.

N/A- The Student Government Accounting Office relies solely on student fees since it does not generate revenue from any other source, other than the 5% accounting fee assessed from the ASUNM/GPSA fee that students pay. Budgetary increases or decreases will solely stem from enrollment rates.

- 5) What budgetary increases or decreases from other funding sources (i.e. not SFRB funding) do you anticipate compared to your budget from last year? Please explain.

N/A- The Student Government Accounting Office relies solely on student fees since it does not generate revenue from any other source, other than the 5% accounting fee assessed from the

ASUNM/GPSA fee that students pay. Budgetary increases or decreases will solely stem from enrollment rates.

- 6) Describe in specific detail any increase in SFRB funding being requested and how that increase in your department/program will directly impact the UNM student population.

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

- 7) If last year's SFRB budget items were spent on other expenses please provide a brief explanation.

N/A- The Student Government Accounting Office did not use SFRB budget items for any other use than intended for.

Relationship to and Cooperation with the UNM Community

- 8) UNM is a Hispanic/Minority serving institution, How has your department or program contributed to or engaged in this mission?

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

- 9) How does your department/program collaborate with other departments/programs?

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.

- 10) Describe improvements your department/program has implemented in the last year to improve services and accessibility of the service you provide.

Last year, the SGAO got a scanner at the front desk that enables us to scan each student organization's signature authorization form to their individual excel spreadsheet. This allows for quicker and more streamline service to the students.

The SGAO also made changes to the financial presentation in order to better suit the needs of the students. The presentation is more streamline and highlights the important forms and functions of the SGAO.

- 11) What role does your department/program play in student recruitment, retention, and graduation?

The Student Government Accounting Office plays a role in recruitment as a member of the Student Activities Center. We actively participate in on-campus student recruitment programs, New Student Orientation, and the College Enrichment Program summer orientation program. In terms of retention, the SGAO assist in Welcome Back Days, Recognition Reception, and other programs sponsored by the Student Activities Center.

Additionally, as stated above, student involvement is an important aspect of retention rates. The SGAO facilitates student organization activities and thus aids in increasing involvement on campus. This is the most important and valuable contribution to the recruitment, retention efforts, and graduation rates on campus.

Student Involvement

12) How are students involved in the decision making process of your department/program?

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.

13) How do you plan to increase student participation in your department/program and improve service and accessibility to the students of UNM?

Student participation within our office is directly related to the funding allocations of both student governments. The SGAO strives to make the interactions with our office as easy and pleasant as possible. The interactions with both ASUNM and GPSA, in particular, the finance committees are essential to the operation to our office. The SGAO meets regularly with the committees and we meet individually with the chairs to aid them with their tasks. We also work with individuals in student organizations to assist them in successfully achieving their goals by funding their events/activities.

14) Describe your program's level of participation.

a) How many students are actively involved in your department/program? Please provide a brief example.

With over 350 student organizations and student government agencies/committees actively utilizing the SGAO's services, student participation is constant and abundant. The SGAO is extremely fortunate to work in a department that serves students and organizations with diverse characteristics, interests, and fields of study. The student organizations classify themselves into categories such as academic/departmental, ethnic/cultural, military, political, and religious, just to name a few. Many students are part of multiple groups. In addition, these groups are made up of undergraduate, graduates or both. They are both traditional and non-traditional students with many different needs and expectations.

b) How many students are impacted by your department/program? Please provide a brief example.

The Student Government Accounting Office was created to be the interface between student organizations and university accounting departments. This enables student organizations to participate in an array of activities with funding approved by student governments. With over 350 student organizations and student government agencies/committees utilizing SGAO's services, the office, has a major impact on the student population of UNM. The SGAO provides information and resources necessary for student leaders to operate their organizations efficiently. These services range from assistance in processing financial documents to advisement of students on various financial matters. The Student Government Accounting Office assists organizations in the procurement of equipment such as computers and other miscellaneous items that are crucial to the operation of their organization. The SGAO also assists groups in the planning and execution of various events, as well as, travel. The SGAO's services enable a large population of students to participate in extracurricular activities while utilizing their university resources.

15) 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.

Self-Evaluation

16) Describe in detail the systems in place for tracking the UNM student population and non-UNM student populations served by your department/program. This includes how you track the students you serve on a repeat basis and the students that are served just once. Comment on the system's effectiveness, changes made this year, and plans needed for improvement. (Note: We realize that tracking systems will vary across departments/programs.)

The Student Government Accounting Office is able to track the number of UNM students they serve in a variety of ways. On average, the SGAO gets about 20 student visitors per day. Our office has implemented an efficient document-tracking database, which tracks all requests and documents received by our office. The SGAO monitors the number of student organizations requesting funds each semester and is able to distinguish which groups are returning or new organizations. The SGAO also keeps track of the students we serve by requiring students to sign in at all financial workshops that the SGAO provides. Our SGAO list-serve also has the capability of keeping track of subscribers.

17) What methods have been used in evaluating your department/program (for example, surveys, focus groups, interviews), and have these methods proved to be effective?

A survey instrument was provided at every financial workshop. The overall summary of the results are positive. The workshops are meeting the needs of the attendees. There were helpful suggestions on additional topics that we will cover in the next series of workshops.

Use and Effects of Funds and Action on Prior Recommendations

18) State your objectives for the funding you received through the previous SFRB process. Describe how you met those objectives, and if you did not, please explain why.

Our objective is to provide the students who utilize our office with the best service possible. This is done by providing accurate information to student organizations about their account how to expend their allocated funds and how to prepare a budget. It is also accomplished by providing accurate information to both Finance Committees and student governments to enable them to allocate resources and provide services to the students they each serve. We feel that with the programs we have implemented, this objective has been met.

a) Provide a short outline of each program/project SFRB funds are used for. How long has each program/project been in operation? What are the outcomes of each program/project?

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

19) Specifically address and comment on each recommendation made to your departments/program by last year's SFRB.

Note: If you do not have the letter from last year's SFRB process that included recommendations, please contact the GPSA (277-3803) or ASUNM (277-5528) offices for a copy.

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

Summary

20) Provide any other information or a narrative that will assist the SFRB in making a decision to grant your department/program funding.

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"***

***new applicants and/or those that did not receive funding last year do not need to complete items 6, 7, 18, and 19**

Note: Please be sure to focus on the programs and services that are funded by SFRB funds. It is always a pleasure to hear about all the great things departments are doing, but the focus of the application should be on SFRB funded programs and services.

Please remember that a completed application consists of a signature from your Department Head, as well as a comprehensive, itemized budget for your entire department, including all funding sources. Your application will be considered incomplete if it is missing either of these components.