

**Student Fee Review Board
Funding Application for Fiscal Year 2017-2018**

Student Government Accounting Office

Name of Unit

Debbie Morris

Director, Student Activities Center

Dean/Director

Title

MSC03 2210 Room 1018, Student Union Building

Campus Address

277-7888

imgarcia@unm.edu

Campus Phone

E-mail Address

\$ 227,346

Total Amount Requested

Alternate Email Address

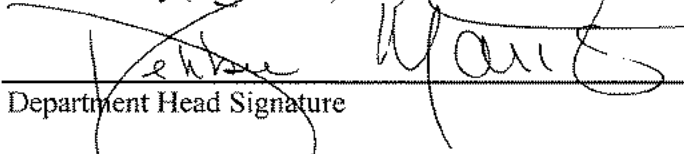
One-Time Funding Recurring Requesting Increase

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. I understand that the SFRB is a recommendation body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

Joanna M. Garcia

Submitted By (Print Name)



9/7/14

Department Head Signature

Date

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

DEADLINE September 9, 2016, 5:00 PM.

*Late applications will not be accepted

Student Government Accounting Office

Executive Summary

The Student Government Accounting Office (SGAO) is a unique, one-of-a-kind department designed specifically to support ASUNM, GPSA, and affiliated organizations by providing student financial services not available anywhere else at UNM. SGAO not only assists students with depositing and spending their funds, we also provide guidance on how best to achieve the missions ASUNM, GPSA and each Chartered Student Organization (CSO) has adopted.

SGAO is also tasked with providing employment services, both by submitting hiring documents and completing the hiring processes as well as, submitting payroll through UNM's time entry system for both ASUNM and GPSA governing bodies. In addition, we process the many scholarships and stipends offered through various programs. By offering these unique services, ASUNM, GPSA, and CSOs are more inclined and better prepared to succeed at UNM.

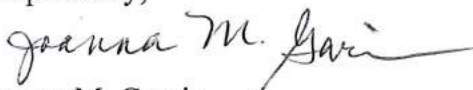
Besides working through the maze of Unrestricted Accounting policies, we work with a number of UNM departments and programs to ensure CSOs receive support from various on-campus resources such as the Global Education Office and Recreational Services, among others.

SGAO exists exclusively to provide these unique services to UNM student government and its student body. Because of this, we are funded primarily via funding from SFRB with the balance from other student fees. Therefore, this request is critical to our continued existence.

SGAO has been in the fortunate position of having a surplus of funds from prior years. Those funds proved to be invaluable. In June 2015, SGAO was able to create a position for a Professional Intern. Because she was a student employee with SGAO for over four years, the office core has been strengthened with her knowledge in the front line of service as well as, her ability to keep our web site current and assist the other accountants. She has stepped in and been able to assist with the financial duties of a recently laid-off administrative assistant in the Student Activities Center and continues to learn University processes. However, these funds will be depleted this fiscal year when her contract expires in May 2017. As such, SGAO is requesting an increase in funding to permanently fund the position as an Accountant 1. Without the funding for an additional accountant position, SGAO fears we will lose the continuity of the office as well as, be unable to absorb those additional duties currently assigned to the Professional Intern.

With the impending compliance with the federally mandated Fair Labor Standards Act (FLSA) regarding overtime rules, it will also be difficult to fully support the needs of ASUNM, GPSA, and the many CSOs without our current staffing.

Respectfully,



Joanna M. Garcia
Accountant 3

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

The Student Government Accounting Office (SGAO) was established in 1983 to provide accounting services and financial advisement to both the undergraduate and graduate student governments along with the student organizations they fund. Therefore, SGAO is a unique, one-of-a-kind department offering student financial services not available anywhere else at UNM.

SGAO not only assists students with depositing and spending their funds, we also provide guidance on how best to achieve the missions ASUNM, GPSA and each Chartered Student Organization (CSO) has adopted.

SGAO acts as the liaison between University accounting offices and CSOs and, oftentimes, must advocate convincingly to ensure CSOs specific needs are met while ensuring compliance with University policies. SGAO offers its financial expertise by hosting a number of spending workshops at the beginning of each semester as well as, by attending workshops and meetings hosted by the student government. By attending ASUNM budget workshops, ASUNM's bi-weekly Finance Committee meetings, and each of the ASUNM and GPSA budget hearings, we make ourselves available to answer technical financial questions, as well as make our presence and availability known to the many students who are involved with a variety of organizations.

SGAO is also tasked with providing employment services, both by submitting hiring documents and completing the hiring processes. Additionally, our office submits payroll through UNM's time entry system for both ASUNM and GPSA governing bodies. Furthermore, we process the many scholarships and stipends offered through various programs. By offering these unique services, ASUNM, GPSA, and CSOs are more inclined and better prepared to succeed at UNM.

- b. **How does your unit serve the University's commitment to diversity?**

Along with UNM's mission to engage all students, provide values and skills necessary to be enlightened individuals, SGAO adheres to the same principles in its mission. SGAO has the unique opportunity to work with all CSOs, no matter their affiliation. We assist over 300 groups from diverse organizations such as Women's Rugby Club to Queer Straight Alliance to Men of Color Alliance to Dream Team to Muslim Student Association to College Republicans to Community of UNM 4 Nepal to name but a few. Our goal is to assist each and every one to the best of our ability without bias.

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? What, if any, changes do you plan to make to these programs/projects?**

SGAO is funded entirely from student fees. These funds are used to fund its staff, students, and all operating expenses. Simply put, without these fees we would not exist. We are grateful to receive funding to continue our operations so that we may continue to serve the student body in a manner deserving of the students from whom these fees are collected.

Over the past year, SGAO has made a number of changes. We have begun cross-training our staff so that we are all better able to assist with the many duties required to serve all CSOs and both ASUNM and GPSA governments. Previously, only one accountant prepared deposits while another one was solely responsible for processing time entry and hiring documentation. Currently, all three accountants are trained to assist with deposits in the absence of the primary responsible accountant as well as, with time entry. This allows vacation time and sick leave without guilt or delays in continued operations. In addition, we continue to grow our individual skillset.

Other changes we have made, are a newly updated Spending Guide and enhanced Financial Workshop presentation to address areas we felt required emphasis. In addition, because of a new University requirement to comply with the Clery Act, we are now obligated to report student travel information. As such, we have now updated travel documentation to capture this data. This is yet another duty assigned to this already busy office.

We will continue to make positive changes as the need arises.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

Due to a higher level of funding in past years, SGAO has been in the fortunate position of having a surplus of funds. Those funds proved to be invaluable. In June 2015, SGAO was able to create a position for a Professional Intern. Because she was a student employee with the SGAO for over four years, the office core has been strengthened with her knowledge in the front line of service as well as, her ability to keep our web site current, assist the other accountants, and train the new student staff members. She has stepped in and been able to assist with the financial duties of a recently laid-off administrative assistant in the Student Activities Center and continues to learn University processes.

However, because these funds will be depleted this fiscal year when her contract expires in May 2017, SGAO is requesting an increase in funding to permanently fund the position as an Accountant I.

4. Describe any increase in SFRB funding or one-time funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases or one-time for multiple programs/projects, which program/project is your top priority? If requesting an increase or one-time, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.

The SGAO is requesting a significant increase in funding so that we may permanently augment our staffing by one more accountant. Currently, we are staffed by an Accountant 3 (Sr. Accountant) who oversees the SGAO enterprise by providing guidance and leadership as well as reviews every document and transaction submitted by the staff, as well as provides advisement to both GPSA and ASUNM Finance Committees. We also have an Accountant 2 who, not only processes hiring proposals, submits time entry, processes scholarships, oversees the PB funds, she also assists over 150 CSOs assigned to her. We have an Accountant 1 who assists nearly 140 CSOs. Included in her groups are the many student athletic clubs and other student organizations with domestic and foreign travel. She is also responsible for depositing funds from not only the ASUNM Southwest Film Center, Mid-Week Movies, and ASUNM Crafts Studio she also is responsible for deposits from fundraisers held by all other CSOs.

In addition, for the past year, we have been able to fund a Professional Intern using our reserve balance. Currently, she supports the accountants, trains the incoming student staff, updates the SGAO web site and sends important reminders to our listserv. She not only has the Greek Life accounts, she has also been assigned any new CSOs as their primary accountant. She also posts all appropriation bills to their respective budgets. Due to a budget shortfall in the Student Activities Center, she has also taken over the financial duties for the recently laid-off administrative assistant. This is merely a brief outline of the duties of each position within our busy office.

Because our Professional Intern's contract funding expires in May 2017, SGAO feels we will lose the continuity of the office as well as be unable to absorb those additional duties. With the impending compliance with the federally mandated Fair Labor Standards Act (FLSA) regarding overtime rules, it will also be difficult to fully support the needs of ASUNM, GPSA, and the many CSOs without our current staffing. Therefore, we feel this request is necessary and justified in its request to increase SGAO funding to permanently fund the position as an Accountant 1.

a. If requesting one-time funding, please complete Budget Form B.

N/A

- 5. 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?**

Approximately 18% of our FY16 budget was covered by a 5% accounting fee assessed to both graduate and undergraduate students. We anticipate a similar distribution for the upcoming fiscal year. Therefore, we rely heavily on SFRB funding to maintain operations and staffing.

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

See attached.

6. 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?

While students are not directly involved in either the governance or decision-making at SGAO, we work directly with both undergraduate and graduate governing bodies. As modifications to the constitution or by-laws by either ASUNM or GPSA are made, SGAO immediately adjusts its operations to accommodate any relevant financial changes. SGAO also makes itself available to assist both ASUNM and GPSA at budget hearings and Finance Committee meetings as well as, questions regarding daily operations.

SGAO also listens to the students in each organization we work with and strive to address any new needs as they arise. Due to a number of situations that placed an undue burden on either purchases or reimbursements by CSOs, SGAO updated its Spending Guide to reflect specific areas we felt required emphasis so that we can better conform to and comply with University policies. Specifically, we included a travel reimbursement checklist, along with added emphasis regarding the purchases of gift cards and UNM's policies regarding payments to students as vendors. In addition, our new Financial Workshop presentation stresses these areas so that CSO representatives are informed and up-to-date on University policies that may impact the decision-making of their respective organization.

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

SGAO is currently staffed with three undergraduate student employees and one Professional Intern. Two of the three student employees were hired during the summer semester so that we could start training as our previous three student employees either graduated or moved. Our newest employee began working in the office the first day of school. SGAO's operations are complex so, getting each student trained and up-to-speed is an ongoing process that takes several months of training. Luckily, our Professional Intern worked as a student employee in our office for over four years and is the primary trainer.

Additionally, SGAO processes the hiring documentation and submits time entry for over 40 student employees within the ASUNM agencies as well as for two graduate students in the GPSA administrative office.

7. 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.

SGAO continues to post all scheduled workshops we offer as well as post scheduled workshops for both ASUNM and GPSA to its web site. We also post any relevant news to our web site and communicate these notices to our list serv. We also have updated flyers in our office and published a new Spending Guide. We continue to be present at ASUNM Finance Committee meetings during Appropriation hearings, therefore, students are aware that SGAO is available to answer questions. In addition, we are present at all

student government budget hearings, again insuring knowledge of our office and availability to help.

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

Because we are a part of the Student Activities Center (SAC), we work very closely in a collaborative effort to ensure students receive the most comprehensive awareness of the many campus possibilities and services available and best ways to be an involved, engaged and responsible student.

Besides working through the maze of Unrestricted Accounting policies, we work with a number of UNM departments and programs to ensure CSOs receive support from various on-campus resources such as the Global Education Office, UNM Catering, the Bursar's Office, and Recreational Services, to name a few. We also work directly with many off-campus vendors to make payments on behalf of CSOs and resolve the many issues that may arise from the varied purchases requested.

9. 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? Please provide any data collected if it pertains to the application.

Due to limited staffing and a very busy and, often chaotic office, we have not had the opportunity to survey students regarding our services. However, over the course of our fall spending workshops, we will have had over 500 students in attendance; an indication of how far-reaching our messaging extends.

Additionally, we have very positive relationships with those students who frequent our office either for purchasing assistance, reimbursement documentation, or to make deposits. We receive a number of compliments and, oftentimes, little mementos of gratitude.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

We did not receive any recommendations from SFRB last year.

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

Despite our very limited office space and constant flow of traffic, SGAO is staffed by very dedicated, hard-working individuals with an extremely strong desire to offer the best customer service possible. We take a lot of pride in our ability to be responsive to the needs of any student who requires our assistance. We feel privileged to serve the student governments and student body at UNM.

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2017-2018

DEPARTMENT Student Government Accounting Office
VICE PRESIDENT Eliseo Torres
INDEX # 670009

	A	B	C	D	E	F
DESCRIPTION	ORGANIZATION OPERATING BUDGET 2015-2016	TOTAL BUDGET 2016-2017	SFRB BUDGET 2016-2017	TOTAL BUDGET 2017-2018	SFRB BUDGET REQUESTED 2017-2018	SFRB FUNDING INCREASE/DECREASE REQUEST 2017-2018
1 Faculty salaries						
2 Staff salaries	161,526	176,866	102,808	180,635	145,473	42,665
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 161,526.08	\$ 176,866.00	\$ 102,808.00	\$ 180,635.00	\$ 145,473.00	\$ 42,665.00
4 Student (student employment & workstudy)	18,273	17,500	21,879	18,273	18,273	(3,606)
5 GA, TA, RA - Pay and Benefits						
6 Fringe Benefits on Staff & Faculty salary	60,229	61,812	45,000	62,000	57,000	12,000
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 240,028.82	\$ 256,178.00	\$ 169,687.00	\$ 260,908.00	\$ 220,746.00	\$ 51,059.00
GENERAL EXPENSES						
8 Office Supplies	1,477	1,442	4,600	1,500	1,500	(3,100)
9 Phones	1,900	1,950	2,000	1,900	1,900	(100)
10 Copying	1,343	1,500	2,521	1,200	1,200	(1,321)
11 Computers & Equipment	1,997					
12 Other Operating Costs	2,313	1,250	1,000	2,000	2,000	1,000
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 9,031.27	\$ 6,142.00	\$ 10,121.00	\$ 6,600.00	\$ 6,600.00	\$ (3,521.00)
34 GRAND TOTAL EXPENSES (Line 7+32)	\$ 249,060.09	\$ 262,320.00	\$ 179,808.00	\$ 267,508.00	\$ 227,346.00	\$ 47,538.00

Form C

External Funding Sources

This form is used **ONLY** if you have **EXTERNAL FUNDING SOURCES**

DEPARTMENT Student Government Accounting Office
 VICE PRESIDENT Eliseo Torres
 INDEX(es) # 670009

STUDENT FEE REVIEW BOARD
 FISCAL YEAR 2017-2018

	FUNDING SOURCE	2016-2017 BUDGET	2017-2018 FORECASTED BUDGET	Funding Increase Request for 2017-2018
1	Student Fee Review Board (SFRB)	179,808	227,346	47,538
2	UNM Instruction & General			-
3	Private Donations			-
4	Fundraising/Foundation/Development			-
5	State Funding			-
6	Federal Funding			-
7	Grants (including federal and private)			-
8	Self-Generated Revenue			-
9				-
10	If Other(s), please list below:			-
11	5% Accounting Fee	40,162	40,162	-
12				-
13				-
14				-
15				-
16				-
17				-
18				-
19				-
20				-
21				-
22				-
23				-
24				-
25				-
26				-
27				-
28				-
29				-
30				-
TOTAL OPERATING INCOME/REVENUE		\$ 219,970.00	\$ 267,508.00	\$ 47,538.00

*The narrative response to question #5 must reflect this information