

**Student Fee Review Board  
Funding Application for Fiscal Year  
2020-2021**

**Student Government Accounting Office**

Name of Unit

Joanna M. Garcia

**Supervisor / Accountant 3**

Dean/Director

Title

MSC03 2210, Room 1018, Student Union Building

Campus Address

505-277-7888

jmgarcia@unm.edu

Campus Phone

E-mail Address

\$ 241,642.00

sgao@unm.edu

**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)

joanna m. g

Department Head Signature

9/4/19

Date

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the GPSA Office, Student Union Building suite 1021.

**DEADLINE September 6, 2019, 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 over 350 chartered student organizations (CSOs) by providing accounting and bookkeeping services not available elsewhere at UNM.

In addition to financial services, SGAO is also tasked with providing employment services, both by submitting hiring documents and completing the hiring processes for ASUNM and GPSA student employees. Furthermore, SGAO processes bi-weekly payroll for both the ASUNM and GPSA governing bodies. Additionally, we process the many scholarships and stipends offered by both governing bodies and CSOs. By providing these unique services, ASUNM, GPSA, and CSOs are more inclined and better prepared to succeed at UNM.

Besides acting as an intermediary between UNM's accounting, purchasing, student employment and payroll offices, we work with a number of UNM departments and programs to ensure CSOs receive support from various on-campus resources.

In May 2017, we lost a critical member of our team when we no longer had the financial resources to support our Professional Intern. Because of this reduced staffing, our three-member staff has been stretched by having to absorb those duties previously assigned to the Professional Intern. Therefore, as we have in the previous three years, SGAO is requesting an increase in funding to permanently support an additional position with a Fiscal Services Tech. Because the needs of CSOs don't change and, because they continue to grow in number, the demands on SGAO staff also increase. For this reason, we will continue making this request.

While we understand the grim financial situation of the University, we continue to be understaffed for the services we are required to provide. This additional funding will allow our staff a more manageable and reasonable workload as we continue to provide these essential services to UNM students.

SGAO exists exclusively to provide these distinct services to the UNM student government and its student body. Because of this, we are funded primarily from SFRB funding and other student fees with *no other* source of funding. The FY20 SFRB support was well short of covering our basic operating expenses. Therefore, this request is critical to our continued existence.

Respectfully,

A handwritten signature in blue ink, appearing to read "Joanna M. Garcia".

Joanna M. Garcia  
SGAO Supervisor / 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 elsewhere 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 and purchasing offices and CSOs. Oftentimes, we must advocate convincingly with these offices to ensure CSO's 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 the fall semester as well as, by attending workshops and meetings hosted by the student government. SGAO provides guidance to both ASUNM and GPSA Finance Committee Chairs. By attending ASUNM budget workshops, ASUNM's bi-weekly evening 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. We also maintain an up-to-date listserv to notify student organizations of all relevant offerings and deadlines.

SGAO is also tasked with providing employment services for both undergraduate and graduate student governing bodies 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. Furthermore, we process the many scholarships and stipends offered by both governing bodies and CSOs. By offering these unique services, ASUNM, GPSA, and CSOs are better prepared and more inclined to succeed at UNM.

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

SGAO follows to the same principles in its mission as UNM's mission by promising to engage all students and provide values and skills necessary to be enlightened individuals.

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 Student 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?**

Because SGAO serves the student body exclusively, it is funded entirely from student fees. These funds are used to fund its staff, student employees, 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.

As a small staff, we must continue our cross-training efforts put in place over three years ago. Because they serve as our front line, we ensure our student employees receive the training to provide excellent customer service to the numerous and daily student inquiries.

We are prepared to assist with the many duties required to serve all CSOs and both ASUNM and GPSA governments, as well as, support one another with our growing workloads. Additionally, we must adapt to UNM's continuing changes with newly implemented programs.

Among the changes we continue with is updating our Spending Guide and Financial Workshop presentations to address areas we feel require added emphasis due to additional mandates from UNM's accounting and purchasing offices. We also continue to make positive changes to our internal practices, 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.**

Yes. Our surplus is due to a three and one-half month vacancy in the office during 2018. After our long-time Accountant 2 left the department at the end of 2017, an Accountant 1 was approved for hire following a lengthy delay. Finally, in mid-February 2018, we were allowed to hire an Accountant 1 to fill the position previously held by an Accountant 2, which was also budgeted at a higher salary. After only 8 months on the job, the new hire left the position in mid-October. This, again, left a two month vacancy, which was finally filled in mid-December. Thus, leaving SGAO with salary savings but an extremely over-worked staff.

This surplus has proven to be critical to SGAO's ongoing operations as the funding we received for FY20 is over \$21,000 below our basic operating costs, which only consists of salaries, benefits, office supplies, phones and printing costs. Without this surplus, we would not have sufficient funding to hire any student employees or cover staff fringe benefits. These students are an invaluable and critical resource to the many CSOs who have questions about their balances, how to request reimbursements, intake of documents and deposits, among myriad other duties they assist with. Without student employees, SGAO staff would not be able to provide the quick turnaround with purchases, reimbursements, advisement, workshops, etc.

- 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.**

Besides adequate funding to support staff fringe benefits, the SGAO is, again, requesting an increase in funding so that we may permanently augment our staffing by one full-time staff member. Currently, our staff consists of three accountants. The Accountant 3 serves as SGAO's director of operations, meets with many students requiring funding requests, transfers all funds in and out of each of 300 accounts, attends all ASUNM bi-weekly Finance Committee meetings each semester, and attends ASUNM's multi-weekend budget hearings each semester. In addition to complying with UNM's financial reporting requirements, this individual supervises and provides guidance and leadership to the other accountants and student employees, as well as, reviews every document and transaction submitted by the accountants and provides advisement and reporting to both GPSA and ASUNM Finance Committees.

We have two Accountant 1s, one of whom not only processes hiring proposals, submits time entry, processes scholarships, oversees the PB funds process and distribution of funds, she also assists over 150 CSOs assigned to her. The other Accountant 1 also assists over 150 CSOs. Included in her groups are the many student sports clubs along with many other student organizations with domestic and foreign travel. She is also responsible for depositing funds from not only the ASUNM Southwest Film Center and ASUNM Crafts Studio, she also is responsible for deposits from fundraisers held by all other CSOs, and inventory of equipment purchased by CSOs. Both of the Accountants also are petty cash custodians and pay out numerous reimbursements each week as well as process a number of purchases per week, as well as, meet with students dropping by who require assistance.

We are requesting additional funding to help with our growing workload. In the past, we had the assistance of a Professional Intern who supported the accountants and student employees, trained the incoming student staff, updated the SGAO web site, responded to SGAO's email correspondence, and sent important reminders to our listserv. She also served as the accountant for the Greek Life accounts and had been assigned all new CSOs as their primary accountant. She was also able to make PCard purchases and was a petty cash custodian. Additionally, she posted all appropriation bills to their respective budgets and submitted the funds transfers through UNM's Banner system. She also assisted with presenting workshops and attended budget hearings, as needed.

In May of 2017, the funding for the Professional Intern expired. This led to each accountant having absorb additional duties. It has become increasingly difficult to fully support the needs of ASUNM, GPSA, and the many CSOs with our current staffing. Therefore, we feel our increased funding request to permanently fund an additional position with a Fiscal Services Tech or another Accountant 1 is necessary and justified.

Because the needs of CSOs don't change and, because they continue to grow in number, so too do the demands increase on SGAO staff, therefore, we will continue making this request.

- 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?**

Less than 18% of our FY20 budget is covered by a 5% accounting fee assessed to both graduate and undergraduate students. We anticipate a similar distribution for the upcoming fiscal year. We apply these funds to support salaries and benefits. 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, as well as advise, 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, answer questions regarding daily operations. SGAO also listens to the students in each organization we work with and strives to address any new needs as they arise to ensure we can accommodate their on-going needs.

We also consider any process improvements suggested by our student employees.

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

SGAO is currently staffed with three undergraduate students, without whom we would be unable to adequately provide the required services necessary to assist each CSO.

Sydney Chacon is a senior from Albuquerque with a double major in criminology and psychology. She has been employed with SGAO since August 2017. She has recently been selected to assist with a research project in the Psychology Department assessing elderly fall risk.

Jacob Rutgers is a sophomore in the Honors College. He is majoring in Mathematics with the intention to teach math to high school students. Additionally, Jacob is currently a TA in BCIS, teaching a Introduction to Information Systems class. Jacob started with SGAO in January 2019.

Our newest hire, Shantika Begay, hails from Chinle, Arizona and is studying Population Health with a double major in psychology. Her first day with SGAO was August 26, 2019.

SGAO's operations are quite complex so, getting each student trained and up-to-speed is an ongoing process that takes several months.

Additionally, SGAO processes the student employment documentation (posting on the UNM jobs site, submitting hiring proposals, correspondence with each employee) and submits time entry for over 40 student employees within the ASUNM agencies 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.**

We continue our excellent customer service mindset by offering in-person accessibility to every student who enters our office. We also make ourselves available to both ASUNM and GPSA personnel as needed. We train our student employees with the knowledge to answer many questions from CSOs with confidence. We have each scheduled student employee attend our Financial Workshops so we can introduce them to the attendees so everyone becomes familiar with one another as peers.

SGAO continues to post all scheduled workshops we offer, as well as, relevant information from ASUNM and GPSA. We also post any relevant news to our web site and communicate updates to our listserv, which is continually updated. SGAO's supervisor updates the fiscal (budget, appropriation, appropriation bill) forms used by ASUNM and GPSA in addition to updating flyers in our office and publishing 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 workshops and budget hearings, again insuring knowledge of our office and availability to help. However, due to our limited staffing, we currently have no social media visibility.

**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 are made aware of the many campus possibilities and services available and the best ways to be an involved, engaged and responsible student.

Besides working through the maze of Unrestricted Accounting, Purchasing Department, Student Employment, and Graduate Studies 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, reimbursements or to make deposits. We receive a number of compliments and, oftentimes, little mementos (cards or cookies) 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.**

SGAO did not receive adequate funding to simply staff our office with FY20 funding. Because we only request what we actually need to continue our level of services, we are requesting that our funding request **not** be reduced in any way.

Despite our very limited office space (the hallway of the Student Activities Center) and constant flow of student 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.

# Form A

# SFRB Funding Request Form

STUDENT FEE REVIEW BOARD  
FISCAL YEAR 2020-2021

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

DESCRIPTION	ORGANIZATION OPERATING BUDGET 2018 - 2019	B	C	D	E	F
		TOTAL BUDGET 2019 - 2020	SFRB BUDGET 2019 - 2020	TOTAL BUDGET 2020 - 2021	SFRB BUDGET REQUESTED 2020- 2021	SFRB FUNDING INCREASE/DECREAS E REQUEST 2020 - 2021
1 Faculty salaries						-
2 Staff salaries	143,235.00	146,100	146,100	179,100	179,100	33,000
3 <b>SUBTOTAL NON-STUDENT SALARIES (Line 1+2)</b>	<b>\$ 143,235.00</b>	<b>\$ 146,100.00</b>	<b>\$ 146,100.00</b>	<b>\$ 179,100.00</b>	<b>\$ 179,100.00</b>	<b>\$ 33,000.00</b>
4 Student (student employment & workstudy)	21,000.00	17,500	17,500	17,500	17,500	
5 GA, TA, RA - Pay and Benefits						
6 Fringe Benefits on Staff & Faculty salary	59,970.00	63,724	4,841	73,431	36,461	
7 <b>TOTAL COMPENSATION (Lines 3 - 6)</b>	<b>\$ 224,205.00</b>	<b>\$ 227,324.00</b>	<b>\$ 168,441.00</b>	<b>\$ 270,031.00</b>	<b>\$ 233,061.00</b>	<b>\$ 64,620.00</b>
<b>GENERAL EXPENSES</b>						
8 Office Supplies	1,125.00	675	675	675	675	
9 Telecom	1,350.00	1,350	1,350	1,350	1,350	
10 Long Distance	50.00	50	50	50	50	
11 Voice Mail	120.00	120	120	120	120	
12 Copying	925.00	925	925	925	925	
13 Foundation Charge	1,145.00	1,110	1,110	1,371	1,371	
14 Other Operating Costs	-					
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						-
31						-
32 <b>TOTAL GENERAL EXPENSES (Line 8 - 30)</b>	<b>\$ 4,715.00</b>	<b>\$ 4,230.00</b>	<b>\$ 4,230.00</b>	<b>\$ 4,491.00</b>	<b>\$ 4,491.00</b>	<b>\$ 261.00</b>
33						
34 <b>GRAND TOTAL EXPENSES (Line 7+32)</b>	<b>\$ 228,920.00</b>	<b>\$ 231,554.00</b>	<b>\$ 172,671.00</b>	<b>\$ 274,522.00</b>	<b>\$ 237,552.00</b>	<b>\$ 64,881.00</b>

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

<b>DEPARTMENT</b>	Student Government Accounting Office
<b>VICE PRESIDENT</b>	Eliseo Torres
<b>INDEX(es) #</b>	670009

**STUDENT FEE REVIEW BOARD**

**FISCAL YEAR 2020-2021**

<b>FUNDING SOURCE</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>Funding Increase Request for 2020-2021</b>
	<b>BUDGET</b>	<b>FORECASTED BUDGET</b>	
1 Student Fee Review Board (SFRB)	172,671		
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 <b>If Other(s), please list below:</b>			-
11			-
12 Student fees	37,268	37,000	(268)
13			-
14			-
15			-
16			-
17			-
18			-
19			-
20			
21			
22			
23			
24			
25			-
26			-
27			-
28			
29			-
30			-
<b>TOTAL OPERATING INCOME/REVENUE</b>	<b>\$ 209,939.00</b>	<b>\$ 37,000.00</b>	<b>\$ (268.00)</b>

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

## SGAO Roles and Responsibilities Matrix



# A Bird's Eye View of a Year in the Life of SGAO

*In addition to daily document processing, meeting with students, email correspondence and serving as a general hub of fiscal information for students:*

## July

Year-end reconciliation of 300+ CSOs' budgets  
Process JVs to revert unused funds  
Set up 300+ balance sheets for the new fiscal year  
Reorganize office area and database for new fiscal year  
Package and label previous years' files to send to Records Management  
SGAO Spending Workshops start  
Distribute CSOs' balance sheets following workshop attendance  
Process JVs to transfer funds according to ASUNM Spring Budget Bill  
Process JVs to transfer funds according to GPSA Council recommendations  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Begin posting ASUNM agency employment positions  
Submit hiring proposals

## August

Post balance forwards  
Upload Signature Authorization forms, as received  
SGAO Spending Workshops continue (8-12)  
Train new office staff on policies and procedures with students (if applicable)  
Individual meetings w/ ASUNM Agency directors for custom workshops (8 agencies)  
Reconcile 300+ active accounts, as necessary  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weeklys meeting with ASUNM Finance Chair  
Continue posting ASUNM agency employment positions  
Submit hiring proposals  
Submit UNM's Categorization of Reserves  
Attend ASUNM's bi-weekly Finance Committee meetings  
Distribute CSOs' balance sheets following workshop attendance  
Process summer GPSA grants and scholarships

## September

Upload Signature Authorization forms, as received  
Fall ASUNM budget workshops  
Fall ASUNM budget hearings (1 - 2 weekends)  
Process fall GPSA grants and scholarships  
SGAO Spending Workshops continue (5-10)  
Reconcile 300+ active accounts, as necessary  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meetings with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meetings  
Process, post ASUNM appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Meet with GPSA Finance Chair  
Attend monthly GPSA Finance meeting  
Apply for SFRB funding

## October

Verify PB Funded accounts against Enrollment Report  
Process JV to transfer all PB Funds to their respective accounts  
Reconcile 300+ active accounts, as necessary  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meetings with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meetings  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Process JV to transfer money according to ASUNM Fall Budget Bill  
Meet with GPSA Finance Chair

## November

Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meetings with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meetings  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process GPSA SRG & PDG scholarship grants  
Process, post Budget Revisions, as necessary  
Meet with GPSA Finance Chair

## December

Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meetings with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meetings  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process GPSA SRG & PDG scholarship grants  
Process, post Budget Revisions, as necessary  
Meet with GPSA Finance Chair

## January

Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meetings with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meetings  
Meet with GPSA Finance Chair  
Process, post ASUNM appropriations, as necessary  
Process, post GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Campus-wide mid-year projections

## February

ASUNM Spring Budget Workshops (3-5)  
ASUNM Spring Budget hearings (2-3 weekends)  
Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Meet with ASUNM Finance Chair bi-weekly  
Bi-weekly meeting with ASUNM Finance Chair  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Meet with GPSA Finance Chair

## March

ASUNM Spring budget hearings (2-3 weekends)  
GPSA annual budget workshops (2-3)  
GPSA annual budget hearings (1 weekend)  
Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meeting with ASUNM Finance Chair  
Attend bi-weekly ASUNM Finance Committee meeting  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Campus-wide Budget Development and Salary Planner process begins

## April

Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Bi-weekly meeting with ASUNM Finance Chair  
Meet with GPSA Finance Chair  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Campus-wide Budget Development and Salary Planner process finalized

## May

Reconcile 300+ active accounts, as time permits  
Collect and process timesheets for all bi-weekly staff & student employees  
Submit leave for exempt / salaried employees  
Process GPSA employment contracts  
Attend bi-weekly ASUNM Finance Committee meeting  
Process, post ASUNM & GPSA appropriations, as necessary  
Submit journal vouchers for appropriation funding  
Process, post Budget Revisions, as necessary  
Process GPSA SRG & PDG scholarship grants

## June

Process GPSA Summer Grants  
Process hiring paperwork for newly installed ASUNM President & Vice President  
Collect and process timesheets for all bi-weekly staff & student employees  
Begin year-end reconciliation on 300+ Student Organizations  
Submit leave for exempt / salaried employees  
Process GPSA SRG & PDG scholarship grants