

SFRB EMERGENCY FUNDING REQUEST FOR FY21

1. Briefly explain the areas that you intend on prioritizing and allocating the SFRB funding towards (after 18.36% cut).

The Student Government Accounting Office is the only department that is wholly funded by student fees via the SFRB. While our workload does not decrease in proportion with enrollment, our operating budget is absolutely and unfairly dependent on enrollment. We operate on a bare bones budget because we are not adequately funded to support our operations based on the funding formula. Over the past couple of years, I have not been able to adequately cover our staff benefits with the funds we've been allocated by the SFRB but we've avoided deficits by using our reserves, which were the result of salary savings from previous years.

Currently, our salaries (3 staff and 3 students) and benefits total \$214,460 without the 4% raise that was rescinded. By cutting our \$209,939 budget to \$171,397, SGAO will have to lay off one full-time staff member. Because we are funded entirely by the SFRB, we are responsible for covering our benefits without the luxury of utilizing the pooled benefits account.

We not only provide fiscal services to over 300 CSOs, we provide employment services to both ASUNM and GPSA (~ 40 positions), we provide payroll services for ASUNM (~35 employees), we provide financial advisement services to both student governments and CSOs, we provide financial workshops, we provide semesterly allocation of budgets, we provide bi-weekly allocations of appropriations, we process budget revisions, we provide scholarship distributions, we distribute PB Funds, we publish a financial spending workbook, one accountant attends every ASUNM budget hearing, one accountant attends every ASUNM Finance Committee meeting, we post departmental transfers and foundation deposits to the CSOs balance sheets, we accept deposits on behalf of CSOs, we inventory items purchased by CSOs per UNM policy, we provide up-to-date balance sheets to each organization upon request, we respond to all financial changes imposed by each student government, we provide all budget and appropriation forms to reflect these changes, etc.

As mentioned, we operate with an extremely lean budget with a staff of three accountants (two of whom serve the fiscal needs of CSOs and student governments) and one who is the director of operations and advisor to both student governments and responds to all university mandates, along with three part-time student employees. While employing three students, we are hindered by having to ensure they are work-study qualified in order to keep costs at a minimum, whereby we are charged only 30% of their salaries. Additionally, with my title of Accountant 3 but operating as the Director of SGAO, I have been underpaid for my responsibilities for the past 4 1/2 years. No other Accountant 3 at UNM is charged with absolute control and responsibility of a department's funds as well as those of both student government bodies at the university. I would like this to change and will address it some other time.

Our budget is so lean, the only way to survive the severity of the cut will be to reduce our staff, however, the needs of the students who rely on this office will not be met. We will have to greatly reduce our services as possible cuts to the employee-related expenses amount to just under \$1,200 dollars (currently budgeted at \$4,272). As it is, we allow only two phones to have voicemail at \$5 per month for a total of \$120. If we were to cut voicemail altogether, the \$120 savings is negligible. If we were to eliminate our phones altogether, it would save us another \$1,350; both negligible and unreasonable.

As you can see there is absolutely no way other than a reduction of staff to absorb such a significant cut to our already minimal and insufficient operating budget.

2. What areas will not receive funding due to the budget cut? Why are these critical to your operations?

By eliminating one accountant position, SGAO will have to greatly reduce services to all chartered student organizations as well as to both student governments at the university.

By cutting one position, there would have to be significant operational changes such as, potentially, no longer providing payroll services to ASUNM agencies; potentially, no longer providing employment services to both student governments; potentially, no longer providing any financial advisement to either student government; potentially, no longer providing any pre-paid travel arrangements for CSOs; potentially, no longer providing pre-payment services for any CSO; potentially, no longer providing petty cash reimbursements; potentially, no longer providing receiving services for orders placed by CSOs; among other critical reductions in services. We would simply be able to process reimbursements to students, keep updated postings and balance sheets available, and respond to basic email questions. These services being cut would significantly alter the way both student governments and CSOs receive and spend their funds. Additionally, we would have to find a reliable individual to timely and accurately review and process approvals of all documents submitted, per UNM checks and balances.

Currently, each Accountant 1 is responsible for approximately 150 student organizations. One accountant is mainly responsible for undergraduate organizations (including sports clubs) while the other is responsible for graduate organizations (including semesterly PB Funds distribution). The Accountant 3 is responsible for oversight of all operations including reviewing and approving all documents processed by this office (1,458 internal requisitions in FY20 of which 170 were submitted and processed since reduced operations due to COVID-19), financial advisement to both student governments, as well as, respond to all University mandates (budgets, categorization of reserves, projections, SFRB requests, etc.).

3. How will you use the emergency funding (if awarded), to address your critical needs?

Because we receive no funding assistance from any other office, it is imperative that we receive this funding so that we may simply continue assisting the many students who rely on our unique services. If we receive the emergency funds, we could continue operations at current levels albeit, without addressing the change to the Accountant 3 position to better reflect the required duties.