TO: Services and Activities Fee Committee

FROM: Michele Munson, CPA

DATE: January 31, 2013

SUBJECT: Request for Services and Activities Funding for the 2013-2014 School Year

The following questions should be answered in narrative format and submitted along with the S&A Excel spreadsheet to the Services and Activities Fee Committee by February 5, 2013. You may EMAIL them to mmunson@ewu.edu or deliver them in hard copy to the Student Accounting Office in SHW 125.

These questions will provide the basic information necessary for the S&A Committee to evaluate the request for funding. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

Budget Questions

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Budget Request Form (Excel spreadsheet), including an explanation of increases or decreases from the previous year’s request. Items that are vague, such as “contract services” should be clearly explained.

   In total the request is for the same funding that was received for the 2012 – 2013 academic year – the amounts of specific categories of expense were adjusted slightly as follows.

   Compensation (provide explanation for each type):
   The Student Accounting office employs three classified staff members. Two are full time and one is part time. The current rates of pay for the three staff members were used with an increase of 3% to reflect possible salary increases per the contract with the University which covers all classified staff. There are no expected changes in staffing levels.
Personal Service Contracts:
The amount budgeted for this line item is for the cost of the annual audit. This item is a fixed cost which this office has no control; we are allocated a portion of the total audit fee by the Department of Business and Finance. The amount increased by $1,000 to reflect likely increases in audit fees.

Other Contract Services:
This category captures the cost of printers/copiers used in the Student Accounting office and the cost of the Foundations of Personal Finance program which is offered free of charge to students on a quarterly basis. The request is for approximately $4,000 more than last year due to likely increase in the cost of the Foundations of Personal Finance program as we try to move to a model that is available on demand on our webpage to accommodate more students’ schedules.

Travel:
This category captures the cost of continuing education required to maintain my CPA designation, any continuing education that other staff in this office attend and related travel costs. It is not typical to find continuing education that is specific to higher education offered in the Spokane area resulting in the travel cost. The amount requested is the same as last year.

Supplies:
This line item captures all office supplies that we use in the Student Accounting office. The request is $500 less than last year to reflect the decreased usage of paper as we move toward providing, and storing more items in electronic format.

Equipment:
This line item captures any replacements of computers and printers that are necessary during the year. The full time staff member is due for a new computer and the amount budgeted here is to cover that cost.

Other:
This line item captures the cost of the telephones in our office. The requested amount is less than last year due to the removal of several lines when we moved from the PUB to Showalter.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

Our office is responsible for the accounting and administration of funds for all organizations that receive funding from the Services and Activities Fee and Club Funded accounts as well. We service any and all students that participate in a club or organization on campus.
3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

Our office does not provide any student employment.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

Our office provides administrative/financial support and we gauge our effectiveness by the level of service that we are able to provide students (customers). Our goal is to provide timely, professional support to all clubs and organizations for which we manage budgets and while I believe that we currently do our jobs well, there is always room for improvements in delivery of services and efficiency. We currently do not collect student input but that is something that we would consider in the future. We do not have an advisory committee.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year’s demographics.

Not applicable – our office only deals with student uses.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

Not applicable

7. Are there any long term obligations associated with this funding request?

None

8. Was your 2012-2013 S&A Fee allotment increased, decreased or unchanged from the 2011-2012 amount? What was the overall impact on your organization and its ability to serve students? How closely are your actual expenditures aligning with the budget presented to last year’s Committee?

Our allotment was increased from 2012 to 2013 due to the addition of the audit fee to our budget and Foundations in Personal Finance workshops – costs are aligning closely to the budget and we have been able to offer the workshops on a weekly basis.

9. What is the impact to service to students if your request is not funded or lowered?
The impact would be a decline in the level of service that we are able to provide to clubs and organizations. Overall, I think that decreasing our budget would increase the workload of all of the organizations that receive funding through the S&A Fee and likely activities provided/funded by the S&A Fee would be reduced.

10. What are three new initiatives for future years?

   a. Continue to offer Foundations in Personal Finance.
   b. Move toward a more paperless environment.
   c. Research avenues to reach students with information – I have found that it is extremely difficult to “get the word out” about events and activities happening on campus.
### Services and Activities Fee Budget Request

**2013-2014 Budget Request Form (Services and Activities Fee Funding Only)**

Program Name (Budget Number): Student Accounting (300087)

Note: this worksheet is for Services and Activities Fee budget only, if your program receives funding from other sources you must also complete the Total Budget form on the next tab of this worksheet.

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<td><strong>EXPENSES</strong></td>
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<td>340,391</td>
<td>-</td>
<td>184,726</td>
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<td>210,215</td>
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<td><strong>TAXES AND BENEFITS</strong></td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>11,000                     12,000    1,000</td>
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<td>(7,110)</td>
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<td>Operating Budget Surplus (Deficit)</td>
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<td>5,002</td>
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<td>Unexpended and Returned to S&amp;A Fund</td>
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<td>5,002</td>
<td>5,002</td>
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**Instructions:**

If your program has received S&A funding in the prior year the request that was submitted last year will be sent to you to use as a reference.

If this is the first time your program has requested S&A funding the historical information should be left blank.

If you need additional information contact Michele at mmunson@ewu.edu.

If your program only receives funding from S&A the second worksheet (tab labeled "Total Budget Form") does not need to be completed.

If your program receives funding from other sources such as earned revenue, state funding, etc you will need to complete the second worksheet (tab labeled "Total Budget Form").