September 23, 2013

Student Affairs Fee Advisory Board

Budget Request Form FY2015

Department should complete one form for each individual request

Department: Student Organization Finance Center

SAFAB Use Only	
YES	NO

Program, Service, or Operation Requested
Business Coordinator II position

General Description:
The Business Coordinator II position will assume the role as an auditor to assist with the increased volume of forms within the SOFC office.

Request Type: ☒ Full ☐ Increase ☐ One-Time ☐ Partial/Matching

Type of Funds Requested ☒ UAF ☐ Other

General Questions:
Why is this important to your department? How does this increase impact students, and what motivated this request?
The SOFC office has experienced an increase in the volume of forms and deposits that come through our office that must be audited before completing the entire processing cycle. Our audit staff currently oversees other responsibilities in addition to performing audits on each document that is processed within our office. The Coordinators are responsible for the following areas: working fund maintenance, payment card transactions and reconciliations, cash advances, Maroon Out fiscal management oversight, Marketplace oversight, account transfers, Semi-Annual mandatory audits, payroll payment process, accounts payable billings from TAMU vendors, and Special funding. In order to finalize each document in a timely fashion we must be able to have additional staff that can assist with managing the workload.

Is it part of your strategic plan? What will be the impact if it is not funded?
The addition of this staff member, coupled with the daily audit responsibilities, will be essential to the implementation and maintenance of the daily transactions through Maroon Link. Not only will this position assist with the volume of auditing documents, but will also be charged with assuming additional responsibilities that are currently being handled between the other two auditors. Furthermore, considering that the implementation of Maroon Link will require us to enter information into this system as well as FAMIS, we will need additional staff to manage the responsibilities of the on line systems. The online systems will only perform at the optimal level if they are adequately staffed.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Currently, we do not have any additional funding options.

What sort of input did you receive (student, faculty, staff, other) to determine this need?
The Department of Student Activities and the SOFC unit performed focus group meetings with student organization advisors and student leaders of varying levels of participation. The requests that we have made are based upon the suggestions of all participants, as well as the directive made by General Weber in response to the SOFC presentation which demonstrated the need to increase staff and improve customer service.

What actions have you implemented internally to address the identified need?
The auditor position does not allow for student workers to assist except in minor roles so we have not been successful in identifying any other source of help at this time.

Generally, what assessment tools will you use to evaluate this program/service?
We will utilize the University Annual Performance Evaluation to assess this position.

Funding Description:

	Dollar Amount
Total Estimated Cost @ $35,000/yr	**$45,500.00**
(Salary $35,000 + Benefits $10,500)	
Professional Development	**$500.00**
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL UAF INCREASE REQUEST	**$46,000.00**

SAFAB Comments/Notes: