



Budget Request Form FY2016

Department should complete one form for each individual request

Department: Student Organization Finance Center

Program, Service, or Operation Requested

Business Coordinator II position Funding

SAFAB Use Only	
YES	NO

General Description:

The Business Coordinator II position will assume the role as front office auditor to assist with the increased influx 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?

With the notable growth of the student population at Texas A&M, we have seen not only an increase in the number of recognized student organizations, but also in the volume of work being processed within our office. In addition to auditing documents, the Business Coordinators are also responsible for the oversight and management of the SOFC working fund, credit card purchasing and reconciliations, Maroon Out compliance, Marketplace administration, account transfers, semi-annual mandatory audits, and payroll payment processing. In order to maintain acceptable levels of responsibility while providing the best customer service, it is imperative that we have the staffing pattern necessary to accommodate these responsibilities.

Is it part of your strategic plan? What will be the impact if it is not funded?

This new position will be responsible for auditing, as well as being instrumental in the implementation and maintenance of the daily transactions processed through Laserfiche. Also, with our plan to incorporate Laserfiche while utilizing our current processes, it will be imperative that this position is a trained resource that can help students navigate both systems concurrently.

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 those who participated, as well as the comments made by General Weber, former Vice President of Student Affairs, during the presentation of those results.

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
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL UAF INCREASE REQUEST	\$46,000.00

SAFAB Comments/Notes: