

SSFAB

STUDENT | SERVICE | FEE | ADVISORY | BOARD

Budget Request Form FY 2010

To be Completed by Department for Each Individual Request

Department: Student Organization Finance Center

SSFAB Use Only	
YES	NO

Program, Service, or Operation Requested

Request for new position, Business Coordinator III

General Description:

New Business Coordinator III to ensure compliance within the University established segregation of duties, offer student organizations the ability to take advantage of on line credit card payment and inventory system (Marketplace), and offer support for student organizations in their pre event planning processes.

Request Type:

Full Increase One Time Partial/Matching

General Questions:

How does this request impact students and what motivated this request (needs, strategic planning, etc.)?

The SOFC has continually taken on more detailed responsibilities and the number of transactions, along with the volume of monies transacted, has significantly increased. From 2003-2005, the SOFC processed on average 24,000 documents per year averaging approximately \$12,757,000. However; between 2006-2008, we have seen these averages increase to over 25,093 processed transactions and approximately \$13,256,000. This proposed position would enable the SOFC to ensure compliance at all levels within their operation and offer services allowing students to take advantage of current technology, including the ability to receive on-line credit card payments while managing inventory. Additionally, this position would assist students in meeting the challenges related to international travel, global commerce, philanthropy, financial, and risk management.

Have other sources of funding (fundraising, sponsorship, membership dues, etc) been considered? Please explain:

The SOFC operates with two funding sources. The first is the interest earned from the University investment pool where student organization monies on deposit within the SOFC are held (about \$5,150,530). The interest earned accounts for 46% of the SOFC's operating budget. The investment pool income is dependent on student organization fundraising events. If this request is approved, the organizations may experience an increase in fundraising, which could influence the amount of money held in the investment pool. The second funding source is from student service fees, 54% of the SOFC's operating budget.

Generally, what assessment tools will you use to evaluate this program/service?

If granted this request, the SOFC will be better positioned to receive successful System reviews. Additionally, the SOFC will be able to offer more modern services that would enable student organizations to improve their fundraising. The SOFC will continue to offer opportunities of feedback by continuing the suggestion box located in the lobby and facilitating a full customer service assessment every three years.

Funding Description: New Position - Business Coordinator III - on-line services

	Dollar Amount
Total Estimated Cost	
Annual Salary	40,000.00
Benefits	13,200.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL SSFAB INCREASE REQUEST	53,200.00

SSFAB Comments/Notes:

