



## Budget Increase Request Cover Sheet

To be completed annually by each department. Please attach Budget Request Forms for each proposed increase.

Department: Student Organization Finance Center

Account #: 214510

### Department Budget History:

	FY 2008	FY 2009	FY 2010	FY 2011
Total Budget	\$331,460	\$336,359	\$347,054	
Total Current SSF Allocation	\$173,233	\$181,755	\$192,450	
SSF Increases Requested	\$0	\$0	\$69,370	\$14,950
SSF Increases Funded	\$9,346	\$8,522	\$10,695	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$450,880	\$260,717	\$114,775	(Projected)

Please provide a reserve spending plan if ending FY09 reserves exceed University requirements.

### SSF Increase Request History & FY 2011

Total Reserves Beginning FY 2010		\$260,716
FY 2010 Security Camera Fee	(\$1,427)	
FY 2010 Projected Investment Income Shortfall	(\$127,752)	
Calculating at 1.75% shortfall- 60,621.00		
Calculating at 1.5% shortfall- 74,047.00		
Calculating at 1.25% shortfall- 87,473.00		
Calculating at 1.00% shortfall- 100,899.00		
Calculating at .5% shortfall- 127,752.00		
FY 2010 Security Glass in Cashier Area	(\$2,271)	
FY 2010 Security System Payment in Koldus	(\$12,916)	
FY 2010 Fire Sprinkler	(\$1,575)	
	FY 2010 Reserve Balance	\$114,775
<b>Required 2 Month Operational Reserve</b>	<b>(\$57,842)</b>	
		<b>\$56,933</b>
Expenditures out of Reserves in FY 2009		
Koldus Renovation and move from MSC	(\$101,740)	
Investment Pool Shortfall FY 2009	(\$85,877)	

**Summary:**

<i>Program, Service, or Operation Requested</i>	<i>Amount Requested</i>	<i>SSFAB Recommended? (y/n)</i>	<i>VPSA Approved? (y/n)</i>
<b>FY 2009</b>			
State Mandated Merit Increase + Benefits			Yes
University Mandated Pay Plan + Benefits			No
<b>FY 2010</b>			
Business Coordinator III new position	\$53,200	No	No
Equity Pay for Training Specialist	\$6,670	Yes	Yes
Student Technician	\$9,500	No	No
1.5 % Merit and Benefits			Yes
<b>Total Request FY 2010</b>	<b>\$69,370</b>		
<b>FY 2011 Proposal Summary (Prioritized)</b>			
New Graduate Assistant	\$14,950		
<b>Total Request FY 2011</b>	<b>\$14,950</b>		

**Annual Report (cont.)**

**Additional Questions:** *(to assist the Board when informing the student body about stewardship of the Student Service Fee)*

**Briefly, what recent programs/services have been successful? Which need work? Explain.**

The SOFC set new records in FY 09 by processing 27,330 documents.

We worked closely with the Foundation to ensure 722 gifts, totaling \$349,782.00 were deposited to correct student organization accounts. The SOFC sent notification emails to student organization treasurers and advisors to ensure proper acknowledgement and appreciation of these gifts.

The SOFC is the gatekeeper and administrator of the student organization funding process. These funds are provided by the Association of Former Students (AFS). Last year we processed and provided oversight to 117 different AFS funding grants, totaling \$78,300.00.

The SOFC assisted organizations in awarding 57 scholarships to TAMU students.

Through the SOFC student travel credit card, at least 46 student organizations were able to travel and charge their travel expenses directly to their SOFC account instead of having the individual students pay and then submit a reimbursement request. The SOFC is currently conducting research on the possibility of enhancing this service by allowing organizations to pay registrations and membership dues with the payment card.

We piloted a program where student organizations may accept credit card payments at their fundraising events by using a credit card imprinter. Two organizations participated in FY 2009 accepting 49 credit card payments totaling \$11,920. 00. We currently have a third student organization scheduled to utilize the credit

card machine near the end of October. Even though this process enables student organizations to accept credit card payments, an on-line system would provide a more secure and convenient method.

During the summer, the SOFC moved from the MSC to Koldus 235, realizing the goal to have the department housed within close proximity. Because of the SOFC's ongoing dedication to being good stewards of the resources given, we were able to internally fund the SOFC move and renovation costs. The new space is a premier finance facility where students are able to safely and securely conduct their financial transactions.

The SOFC move to the Koldus West Wing has presented collaboration opportunities with Division partners. Student organizations, MSC Committees, and Division partners are utilizing the SOFC after hours drop to secure their monies and are sharing the service of an armed courier.

We reduced costs by marketing Automated Clearing House (on-line) payments to vendors and individuals. Last year the SOFC processed 2,358 ACH payments, saving approximately \$1,500 in postage, mailing supplies and labor costs.

The SOFC commitment to student learning is largely supported by the Training Specialist position. Last year, this person provided 180 training sessions to students. In the new SOFC space, this position is readily available to students who enter our lobby and are seeking assistance in their financial processing. As a result, we are seeing about a 50% decrease of incomplete submissions.

University rules require that all student organizations bank on campus. For certain organizations, a compelling need may exist to appeal this requirement. We have created an On Campus Banking Committee who reviews each application for exemption to bank off campus and works with the student organizations to ensure that their needs are being met. Last year, the committee worked with 21 organizations.

The largest SOFC concern is our continued shortfall in our investment income. In FY09, we used \$85,877.00 of our reserves to meet our operational budget. In FY10, we project using \$127,752.00. If the economy does not improve, the SOFC may ask for additional support from the SSFAB.

**Please list actions taken in FY09 that helped reduce the pressure of increased fees, e.g., eliminated vacant positions, program cuts, increased revenues, and development efforts.**

We reduced phone services by eliminating 1 phone line and two voicemails. The SOFC no longer outsources printing of training materials. We downgraded a copy machine to save on monthly costs. The SOFC identified opportunities to utilize imaging and email when sending notifications and therefore reduced the amount of paper used in the office.

**What do you see as your department's financial priorities in the next 3 – 5 years (FY13-FY18)?**

The economy has negatively influenced the portion of the SOFC budget funded from the interest off the University Investment Pool. The impact of this downfall could last anywhere from 5-7 years. We will continue to maximize our current resources. Priorities include finding more streamlined, economical means of processing financial documents and assisting student organizations in their fundraising.

**Additional comments, special considerations, etc.**

*SSFAB Comments/Notes:*

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