



**Annual Report/Budget Cover Sheet**

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

**Department:** Student Activities – Student Organization Finance Center

**UAF Account #:** 237099

**Department Budget History:**

	FY 2016	FY 2017	FY 2018	FY 2019
Total Operating Budget	\$584,333	\$623,171	\$635,492	\$635,492
Total Current UAF Allocation	\$447,945	\$469,022	\$464,668	
UAF Increases Requested	\$95,000	\$0	\$0	\$49,391
UAF Increases Funded	\$49,000	\$0	\$0	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$154,563	\$143,979	\$154,081	\$0

Please provide a reserve spending plan if ending FY17 reserves exceed University requirements.

214510		
		75,175
<b>MISCELLANEOUS</b>		
Laserfiche	(40,000)	
<b>Projected Ending Reserve FY 2018</b>		<b>35,175</b>
237099		
<b>Beginning Reserve FY 2018</b>		<b>189,706</b>
<b>OPERATIONS</b>		
Required 2 Month Operations Reserve	(105,915)	
<b>PERSONNEL</b>		
Temporary Staff Support	(30,000)	
CIS/Laserfiche	(20,000)	
<b>CAPITAL</b>		
Departmental Furnishings & Renovations	(10,000)	
Lobby Lighting Improvement	(2,000)	
Currency Counter	(3,000)	
POS Terminals	(2,000)	
<b>MISCELLANEOUS</b>		
Currency Counter Maintenance	(1,800)	
Search Expenses	(2,000)	
<b>Projected Ending Reserve FY 2018</b>		<b>12,991</b>

**UAF Increase Request History & FY 2019**

**Summary:**

<i>Program, Service, or Operation Requested</i>	<i>Amount Requested</i>	<i>SAFAB Recommended? (y/n)</i>	<i>VPSA Approved? (y/n)</i>
<b>FY 2017</b>			
None			
<b>FY 2018</b>			
None			
<b>FY 2019 Proposal Summary (Prioritized)</b>			
Business Coordinator II - SOFC		\$49,391	
<b>Total SAFAB Request for FY 2019</b>		<b>\$49,391</b>	

**Annual Report (cont.)**

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

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

The Student Organization Finance Center (SOFC) staff continues to work to maintain the highest level of customer service and improve efficiencies to meet student organization expectations. This focus on service has also led to improved relationships with University partners as well as local vendors.

Training: The SOFC Training Module and Manual are currently being updated with procedural clarification base on student feedback. Currently, the module is uploaded as a “clickable” resource available online anytime a student may need to access it as a reference. We are looking for other outlets and means of making this information more readily available while integrating training in all aspects of the SOFC.

The SOFC is expanding our in-person training beyond in office training sessions to groups of students with similar interests such as Corps Units, Rec Sports Clubs, and Student Government Association Finance Representatives. We have made staff available to do customized training with any organization or group who need coaching and/or have particular training needs.

Also, the Marketplace training is now an online module available for students to take at any time rather than schedule an in-person appointment for training.

Problem Resolution: Our Problems Resolution Database continues to allow us to greatly reduce the volume and time in resolving problems with payment requests. The database allows the SOFC staff to immediately track problems with transactions, communicate explanations of the problematic transactions to organization leaders and advisors, and measure resolution time. It also allows us to analyze recurring problems and implement training methods to reduce these errors.

In addition, the SOFC is now using the database to track and notify organizations with past due accounts and placing the organization on restriction once a payment is 60 or more days past the payment date. This allows us to track repeat offenders and has helped reduce outstanding payments to on-campus and local vendors.

Electronic Payments Processing: We continue to work toward Electronic Payment processing through the Laserfiche platform. The front-end process for both payment card processing and electronic check requests is completed; however, security concerns coupled with some compatibility issues with the TAMU accounting platform have delayed the implementation of these processes.

**What do you see as your department’s financial priorities in the next 3 – 5 years (FY19-FY23)?**

The Student Organization Finance Center (SOFC) has three financial priorities in the coming years - staffing, space, and technology.

Staffing will be a financial priority for the SOFC over the next few years. We will continue to review the best staffing pattern by monitoring the continual growth in student organizations and trends in their financial needs. We have utilized a temporary (Express Personnel) employee in a Business Coordinator role for three and a half years. The cost of temporary staffing has diminished our reserves. In order to maintain current productivity and plan for future expansion of duties, we will be looking for ways to fund this temporary position as a full-time staff member.

The SOFC has maximized workspace in the current Koldus office suite. Several employees share office space and we are at maximum capacity. Technology upgrades will also be a priority. The SOFC will be looking for ways to better meet the needs of the Student Organizations remotely. We are unsure what products or equipment may be necessary to serve these groups from locations away from the Koldus office suite.

Finally, in the SOFC UAF funded account this year, we have seen:

- An annual reduction of \$4,354 in telecommunications from our recurring funding.
- A loss of \$37,470 in salary savings (one-time funding). Historically, these savings accrue within the fiscal accounts due to staff vacancies and have been utilized for one-time expenditures that support the staff, students, and the SOFC.

<b>How many reclassifications did you have approved in FY17?</b>	<b>0</b>	<b>Total financial impact: \$0.00</b>
<b>How many equity adjustments did you have approved in FY17?</b>	<b>0</b>	<b>Total financial impact: \$0.00</b>
<b>How many one-time merit increases did you have approved in FY17?</b>	<b>0</b>	<b>Total financial impact: \$0.00</b>
<b>How many hiring adjustments did you have approved in FY17?</b>	<b>0</b>	<b>Total financial impact: \$0.00</b>

*SAFAB Comments/Notes:*