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Student Affairs Fee  
Advisory Board  
DIVISION OF STUDENT AFFAIRS

**Funding Request Form FY2021**

*Department should complete one form for each individual request*

**Department:**  
Student Activities

**Program, Service or Operation Requested:**  
Business Coordinator II, Accounting

**General Description:**

The Department of Student Activities is requesting partial funding for an additional Business Coordinator II position. This position will be responsible for providing financial support to Fish Camp, Office of Fraternity and Sorority Life, and various other smaller departmental accounts. This request, if granted, would allow the accounting staff to operate with the appropriate staffing pattern while supporting the financial responsibilities associated with a large, complex department.

**Request Type:**

- Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

- UAF       Other

**General Questions**

***How does this address an important need and/or positively impact students?***

The Accounting area within the Department of Student Activities currently oversees the various financial responsibilities that are associated with approximately 116 fiscal accounts while supporting the needs of 43 full time staff, 12 Graduate Assistants, 27 Student Assistants, 3 Practicum Students, and 1 Faculty/Fellow.

As with other departments, some of our accounts are more complex and have greater reputational and financial risks than others; however, we manage each account in the same manner to ensure compliance and maintain financial integrity. Currently the financial picture, including the reserve spending plans, for the three UAF accounts (Student Activities, Student Government, and the Student Organization Finance Center) is approximately \$4,879,452.00. This does not include accounts such as Fish Camp and the new Office of Fraternity and Sorority Life (OFSL) account that is being established for the collection of the new Greek Due that will be implemented January 2020.

The current operational budget for Fish Camp is \$1,367,176.00. The responsible accountant oversees the daily deposits for all freshmen registration payments, works with the university procurement area to ensure proper contractual agreements are in place, monitors and facilitates all expenditures, prepares and monitors the reserve spending plan, maintains the VZ database, monitors the foundation accounts and prepares expense vouchers, and reviews the reconciliation when completed.

The new Office of Fraternity and Sorority Life (OFSL) due account will have an operational budget between \$250,000.00 and \$275,000.00. This account will have the fees charged and collected through the student billing system, which will require oversight to ensure accurate billing and compliance for a population of over 5,000 students.

Maintaining the revenue and expenditures while sustaining the financial integrity of our departmental accounts is challenging

with our current staffing pattern. Recognizing this need, there has been a collaboration with Fish Camp and OFSL to assist in providing a portion of the necessary funding to pay for another Business Coordinator position. This model is consistent within our department with our SDS III Fish Camp Advisor position. We are proposing that 50% be funded from the requested UAF for SACT, 25% out of the Greek due, and 25% from Fish Camp.

**What department/Division strategic plan item does this support?**

Our office supports Strategic Goal #5: Ensure Future Effectiveness – By providing another staff member to the accounting area we will be able to operate proactively and facilitate trainings that will allow our staff to operate in that same manner, ensuring the financial integrity of our accounts while maintaining compliance.

**Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.**

The continued growth of the student body has resulted in the need for the department to seek additional staff to effectively manage our programs, advising, and support. The current budgetary environment has also demanded that the accounting department provide more analysis while maintaining the current responsibilities within the university mandated segregation of duties. With our budgetary resources declining, we are constantly looking to identify new sources of funding, provide constant analysis to seek alternative ways to fund departmental initiatives, and ensure we find funding for staff development to mitigate risks.

**What actions have you implemented or discontinued internally to address the identified need?**

We have worked hard to identify efficiencies within our processes and create training to give our staff the necessary tools to operate effectively. However, the current staffing pattern inhibits our ability to operate in a proactive manner as we tend to operate in a reactive manner to address current needs and manage the daily responsibilities.

**If funding is granted, what metrics will you use to evaluate success of this program/service/operation?**

We will seek input from our staff to ensure we are meeting their needs.

**Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered?**

**Please explain.**

We are requesting that support for this position be partially funded and have no other source of funding to address the remaining costs.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Business Coordinator II	
Salary	\$40,000.00
Benefits	\$14,400.00
Professional Development	\$500.00
<i>Less Estimated Partial/Matching - (\$13,700.00 FC, \$13,700.00 –OFSL)</i>	<i>-\$27,450.00</i>
<b>TOTAL INCREASE REQUESTED</b>	<b>\$27,450.00</b>