

## S&A Annual Financial Report Questionnaire

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Annual Financial Report. Items that are vague, such as "contract services" should be clearly explained. Please include an explanation of increases or decreases from the previous year's expenses.  
The Student Funds Financial Manager (SFFM) budget is funded to pay for the full time position for the Student Funds Financial Manager along with the expenses associated with the weekly S&A meetings. Examples of those expenses would be, room and equipment rentals, professional photos, filming our weekly meetings and food expenses for our committee members.
2. What was your fund balance at the end of the year? If positive or negative, please provide a detail explanation.  
At the end of FY19 – SFFM had a carry over of 28,387. This fund balance is helping offset the increases costs of operation. This will be rolled back to the S&A Committee at the end of the funding cycle.
3. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. Please list all funding received for this program and the source(s) of the funding.  
No
4. Are there any long-term obligations or contracts associated with this funding request? No
5. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.  
This budget only has one full-time position and goods and services associated with it.
6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable.  
The Student Funds Financial Manager helps assist in support for S&A funded areas. At this time, we are not setup to collect exact student utilization of this area.
7. How do you assess the effectiveness of the services and activities you provide to students? Is student input collected and used in this process?  
At this time there is no set system in place to provide information on the effectiveness
8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process?  
The SFFM serves as a voting member on the SURC Partners Committee and as the S&A advisor.
9. What would be the impact to students if this program's funding were increased by 15-20%? What would be the impact to students if this program's funding were decreased by 15-20%?  
If funds would decrease for SFFM, we would need to reevaluate the full-time position and look at decreasing salary or decreasing the expenses associated with the S&A Committee meetings.  
  
If funds were increased, we would be able to expand some of goods & services expenses and reduce the need to dip into the available fund balance. This fund balance will be rolled back at the end of the funding cycle and will need to be reviewed for additional funding or a change in expenses.
10. What are your program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?  
Our program goals are to ensure that there is assistance available for S&A funded areas along with student clubs. At this time we are not structurally setup to assess the effectiveness of our service.