

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.

Our biggest expense in our budget is our full-time employees and student wages and benefits. The goods and services are used to help support our accounting office. We have office supplies, telephone lines, room and equipment rentals and other misc. supplies. In FY19 we purchased a few pieces of office equipment due to an office move.
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 – SURC Accounting had a fund balance of 107,327. This fund balance is due to salary savings from multiple years. This fund balance will help us to maintain our level of service to students without an allocation increase. This will primarily be used to offset the increase in cost for student employment and cost of living adjustments.
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.

SURC Accounting is partially funded with the SUB fee, this funding help pays for one full time employee. No other funds have been pursued other than S&A and SUB.
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.

We hire 4-5 students each year to help process our accounting transactions, along with students we have three full time employees (2 fiscal specialists and 1 fiscal analyst)
6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable.

SURC Accounting is here for all students. We primarily work with student clubs but we also help assist students through the travel process. At this time we are not setup to be able to collect demographics or statistics. However, Student Involvement is in the process of integrating a student involvement club software that could potentially help us track this type of information. They plan on having it live for FY21.
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, we do not have any systems in place to gauge the effectiveness of our service but we do get feedback from student clubs and our student employees. Our main goal is to streamline the administrative processes that impact our student clubs.
8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process?

SURC Accounting does not have an advisory committee within our department however, we do participate in SURC Partners, Student Union & Recreation advisory committees when needed or requested.
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 SURC Accounting we would need to re-evaluate our student employment expense and reduce our hours or number of students that we have employed.

If funds were increased, we would be able to expand our student employment line and potential goods & service purchasing. This would allow us more freedom when it comes to upgrading our computers and technology and be able to give us more flexibility with our student employment.
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 goal is to help assist the clubs in accounting transactions and maintaining their funds with the intent that they were collected. We measure this by reconciliations and financial audits that are conducted annually.