

Services and Activities Fee Committee
Base Funding Request for FY2014-FY2017

Name of Program, Activity, or Service	SUB/REC Accounting (Student Funds Financial Manager)	S&A Project ID/PID's	53416500	Submitted By	Sharon Jonassen
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Total Annual Base Funding Requested **\$ 116,125**

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

In 1994, the S&A Committee, University administrators, and the Board of Trustees recognized that the opening of the new Student Union and Recreation Center (and the student fees associated with it) created the need for high-level financial management dedicated solely to student funds.

This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities Fee Fund as well as the Student Union and Recreation Center Fee Funds (which together comprise over 125 individual budgets). This position also provides advice on financial matters and assists in the development of procedures related to accounting, auditing and budgeting.

As the primary budget advisor to the Services and Activities Fee Committee, the Student Funds Manager assists committee members, the Vice President for Student Affairs and Enrollment Management, other administrators, and program manager in matters of budget development, financial forecasting, the application of university budget policies, financial reporting and the appropriate use of funds.

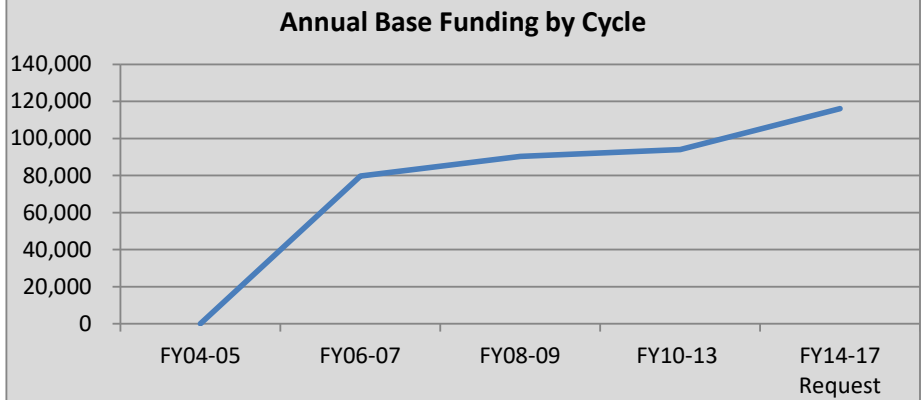
In addition this position also is manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations, processes the funding of Student Academic Senate, Club Senate and S&A, and acts as an advisory role for Student Clubs in regards to the rules and regulations that govern their activities with an emphasis on travel and fiscal related transactions but not limited to. This includes an additional 250 individual budgets.

This budget is assuming many of the expenses previously paid by S&A out of the FLEX Budget, those expenses include the costs to run the S&A meetings, news paper subscriptions, etc. The Flex budget is being combined with this PID.

ANNUAL BASE FUNDING REQUEST SUMMARY

(Provide the data for the chart below on the second tab. The chart will auto populate.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 76,000
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	21,900
Goods & Services	17,850
Travel	-
Equipment	375
Annual Base Expenses	116,125
<i>Less: Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 116,125



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ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Student Funds Financial Manager - 12 month position	76,000.00	per Year	1.0	1	15.0%	76,000
	-	per Year	1.0	1	15.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL					21,900	76,000

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
No civil service employees	-	per Month	12.0	1	15.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOTAL					-	-

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BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
No student employees	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL						-

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	28.8%	21,900
Civil Service	N/A	-
Student	N/A	-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		28.8% 21,900

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ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
None	-
	-
	-
	-
	-
	-
BASE OTHER FUNDING SOURCES TOTAL	-

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
All carryforward funds are returned to S&A at end of funding cycle	-	-	-	-
	-	-	-	-
USE OF CARRY FORWARD (RESERVES) TOTAL	-	-	-	-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

ANNUAL S&A BASE FUNDING REQUEST **\$116,125**

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DISCLOSURE OF NON-S&A FUNDING SOURCES

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Description of Non-S&A Funding Source	Year 1 FY 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
None					-
					-
					-
					-
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL -