

Secondary Budget Report

Fiscal Year 2009-2010



Andrew L. Steinberg
Vice President of Financial Affairs
Student Government Association
University of Maryland



P.O. Box 168
0209J Stamp Student Union
College Park, Maryland 20742
301.314.8329 TEL 301.314.9848
www.sga.umd.edu

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Dr. Linda Clement
Vice President for Student Affairs
2108 Mitchell Building
College Park, MD 20742

Dear Dr. Clement:

I am delighted to present you with the Fall 2009 Student Activity Fee Secondary Budget Report on behalf of the Student Government Association. For the spring semester of Fiscal Year 2010 the Student Government Association was able to allocate an additional \$498,831.00 or about 56.92% of the approximately \$876,376.02 requested by 189 student organizations.

This semester, the finance process was conducted in a manner consistent with the *University's Policy on the Disbursement of the Student Activity Fee*. I am confident that the guidelines and procedures adopted by the committee provided for an objective, equitable and efficient disbursement process. The following pages provide an overview of the funding process, an introduction to the Joint Committee on Finance and a summary of the guidelines that were used to formulate our allocation recommendations. Please note that our student organization allocation recommendations are included in the appendix to this report.

On behalf of the Joint Committee on Finance and the Student Government Association, I thank you for your support, guidance and patience as we conducted this process to provide programming in the best interests of the undergraduate student body. I look forward to answering any questions you may have and to hearing your thoughts and suggestions about this process.

Funding Process

An Overview of Primary and Secondary Funding

Every year, the Student Government Association oversees two funding processes to provide for broad reaching student organization programming that benefits the diverse needs of our campus. Primary funding is the annual process that takes place in the spring semester, during which groups apply for operating and programming budgets for the next fiscal year, which begins July 1. This process is intended to give student groups an opportunity to plan for the following year's activities and apply for funding to meet their programming and operational needs. A budget is an operating plan or blueprint that is a formal request for money and includes cost estimates for various programs.

Every summer, student activity fee funds that were not spent by groups during the prior fiscal year are redistributed to student groups in the fall semester. Secondary funding is the annual process that takes place in the fall semester as a funding opportunity for newly

recognized organizations. Additionally, secondary funding serves to supplement the primary allocations for returning organizations that planned a new program, expanded the scope of a previously funded program or determined that costs have increased since their initial allocation through the primary funding process. Due to the complexity and time-consuming nature of our allocation procedures, including appellate reviews, secondary funding allocations are not available until January of the following year for use in the spring semester.

Selection Process and Student Input

Assistant Vice President of Financial Affairs

As a result of revisions made to the Student Government Association By-laws at the end of last academic year, the selection process governing the appointment of the Assistant Vice President of Financial Affairs was modified. The Assistant Vice President of Financial Affairs oversees the audits of student group finances, assists the Vice President of Financial Affairs with the preparation and implementation of student activity fee allocation procedures and in my temporary absence he or she fulfills the responsibilities of my position. In making a selection for the position, I chaired a search committee that reviewed the personal resumes and qualifications of a diverse, experienced and well-qualified applicant pool. On Sept. 2, 2009, Daniel Borochoff, a senior finance and marketing major, was nominated and confirmed to the position by the Student Government Association Legislature.

Joint Committee on Finance

In the authority granted to the Student Government Association by the University Finance Committee, the Student Government Association is responsible for the disbursement of all Student Activity Fee monies. Specifically, the Joint Committee on Finance is the body charged with fairly and equitably distributing the Student Activity Fee in a manner consistent with the stated goals and objectives of the Student Government Association. The committee contains representatives appointed from within the Student Government Association as well as students at-large who applied through a competitive application process. This year, great lengths were taken to ensure that the composition of the committee accurately reflected the heterogeneity in our campus population. Daniel Borochoff, the Assistant Vice President of Financial Affairs served as the vice chair of the committee and the committee members were Ms. Cindy Weng, Mr. Samuel Mukiibi, Ms. Janelle Jacas, Mr. Jonathan Kaufman, Mr. Brian Toll, Mr. Harris Schatz, Ms. Tanya Kapoor, Ms. Lisa Crisalli, Mr. Erik Mass, Ms. Heather Glovinsky, Mr. Robert Mutschler, Mr. Chul Kwon and Mr. Avi Simon. Each member of the committee represented a different category of student organizations, as defined by Campus Programs, including academic, advocacy, sports, cultural, Greek and freshmen students. I am very proud of the balance we struck and the diverse viewpoints we heard this year, which provided for an exchange of thoughts as we considered funding requests. All members of the committee should be commended for their work ethic, dedication to student organizations and desire to be part of student governance.

The staff advisor to the finance committee is Ms. Regina Crawmer, Coordinator of the Student Organization Services Resource Center. I had the pleasure of working with Ms. Crawmer for the past two years through my involvement in student organizations, and

she has continued to provide invaluable advice, assistance and institutional knowledge to myself and members of the committee so that we may make decisions in the best interest of the student body.

The Pre-Allocation Process

Before the Student Government Association could commence the secondary allocation process, the Joint Committee on Finance reviewed the funding guidelines as recommended by the past committee during the primary process. For reasons of consistency, no changes were made to the guidelines, which were submitted to the Student Government Association Legislature and approved in early September.

Once the guidelines were finalized, the updated Secondary Allocation Finance Manual was released in an electronic Portable Document Format (PDF) to student organizations via the Student Activity Reporting System (STARS). The manual serves as an important resource to student organizations and presents information regarding the secondary allocation process, on-campus resources for organizations, and an overview of important financial forms in an easy to understand, straightforward reference guide. The manual is available at www.stars.umd.edu/sga/Secondary2009FinanceManual.pdf.

The funding process for student organizations began with the mandatory introductory President/Treasurer meetings. The Assistant Vice President of Financial Affairs, Daniel Borochoff, and I hosted three meetings over the course of three days, during which we introduced the funding process, the application timeline, the various resources available to groups, the online application form and the important criterion that would be used in evaluating funding requests. To accommodate a number of swine flu related illnesses, an additional President/Treasurer make-up meeting was held the following week. The finance manual, referenced above, contained all the information that was presented in the meeting. All groups that wished to be eligible for funding were required to have an organization representative attend this classroom style presentation. After the meeting, I compiled a list of all the organizations that attended and kept a record to determine which organizations were eligible for funding.

In the past, Finance Committee members have had little to no interaction with the student organizations to which they allocate funds. In order to provide more individual guidance and attention to student organizations, I revised the optional process by which groups would receive feedback and assistance in constructing their budgets. In an effort to enhance the communication, transparency and outreach of the committee, each student organization was assigned to a specific committee member to serve as a liaison between the organization and the committee. Furthermore, the traditional Budget Help Workshops were replaced with one-on-one meetings between student organizations and their committee liaison. This was done in an effort to replace a rushed five-minute feedback session with a comfortable meeting in which the organization's leaders could receive the individualized attention they needed to successfully submit their application. Any organizations that were new to the funding process, or newly recognized, were assigned liaisons who had previously served on the finance committee. These liaisons were instructed to contact the newly recognized organizations to provide them with an