



Student Services Fee (SSF) Process & Procedures

November 2023

Fiscal Officer Duties Overview

Objective

The Fiscal Officer for a Student Services Fee (SSF) project is required to understand the requirements associated with accepting SSF funding as detailed in the SSF Governing Documents.

The funds that are allocated to Student Services Fee projects are student dollars and as a Fiscal Officer you are responsible by working with your Project Manager for ensuring that funds are spent in accordance with the scope of the project and that expenses align with the project budget, both by category and in total.

Process

The Fiscal Officer will receive notification when the Award Letter and Project Budget have been added to the website. The Award Letter specifies the total award, the number of years awarded, and the expense categories. The Project Budget is an excel spreadsheet providing a detailed project budget by object code categories. Projects receive budgeted funds in a specified account; for some projects a sub-account is also assigned. Both the Award Letter (found under the Funding Notification tab on the website) and the project budget documents are available on the Website.

The typical budget categories are Personnel (broken down by type), Operations, Equipment, Travel, and Student Support. If the project expenditures exceed the project budget, without approval from SSF Administrative staff, in total or in the previously mentioned categories by an amount deemed material by the Board Advisors, the department can be required to repay the excess and/or have future years funding reduced by the overage. Regular review of project budgets by Fiscal Officers and Project Managers will ensure project budget is not overspent or spent out of category.

FY 2023 Budget Request								
Row #	Category	Object Code	Expense Type		Budget Year 1	Budget Year 2	Budget Year 3	Total Proposal Request
33	Personnel	1150	Faculty		\$ —	\$ —	\$ —	\$ —
34	Personnel	1180 & 1360	University Staff		-	-	-	-
35	Personnel	1370	Ancillary Employee					-
36	Personnel	1340/1350	Student Employees					-
37	Personnel	1190	Grad Assistants		-	-	-	-
38	TR	2119	# of Grad Students		-	-	-	-
Total Personnel					\$ —	\$ —	\$ —	\$ —
40	ERE	2112	Faculty	31.0%	\$ —	\$ —	-	-
41	ERE	2115	University Staff	31.0%	-	-	-	-
42	ERE	2116	Ancillary Employee	17.6%	-	-	-	-
43	ERE	2117	Student Employees	1.7%	-	-	-	-
44	ERE	2119	Grad Assistants	12.7%	-	-	-	-
45	ERE	2130	Grad Tuition (calculated @ \$6,053 per semester, per GA)	\$ 6,053	-	-	-	-
Total ERE					\$ —	\$ —	\$ —	\$ —
47	Operations				\$ —	\$ —	\$ —	-
48	Operations							-
49	Operations							-
50	Operations							-
51	Operations							-
52	Operations							-
Total Operations					\$ —	\$ —	\$ —	\$ —
54	Travel				\$ —	\$ —	\$ —	-
55	Travel							-
56	Travel							-
Total Travel					\$ —	\$ —	\$ —	\$ —
58	Student Support				\$ -	\$ -	\$ -	-
59	Student Support							-
Total Student Support					\$ —	\$ —	\$ —	\$ —
61	Capital Equipment				\$ -	\$ -	\$ -	-
62	Capital Equipment							-

If a SSF project determines a need to spend funds differently than budgeted, a **Program Alteration Request(PAR)** may be required.

Some changes in spending always require a PAR - for example:

- Spending wages allocated for students (graduate, or undergraduate) in any other personnel type, including University Staff, Appointed, Temp, etc., or vice versa.
- Spending in a different budget category than identified in the project budget (unless specifically authorized in the Award Letter); for example:
 - Funds are budgeted to purchase computers, and you want to spend the funds on employee wages.
 - Funds are budgeted for Student Support, and you want to purchase supplies.

Some changes in spending do not require a PAR - for example:

- Change in **student** hiring mix - hiring undergraduates instead of graduates; however, the ERE difference would need to be covered from the student personnel budget.
- Change in equipment mix – planned to purchase computers, but instead want to purchase iPads, to use for the same purpose.

This information is provided on the Student Services Fee website under the section titled **Resources & Forms**.

It is the responsibility of the Project Manager and Fiscal Officer to be familiar with these requirements and ensure the expenses charged to the account are in alignment with the Board approved budget for the project. If you are uncertain if a change in spending requires approval, ask questions **before** spending.

Reporting

The Project Manager is required to submit Progress Reports. The Interim progress report is due on December 31st, and the final progress report is due on August 31st. The Fiscal Officer should be work with the Project Manager to ensure a timely and accurate report. The Progress Report includes a comparison of actual expenses to the budget in a format specified by the Board Advisors. At year-end, variances of expenditures that exceed the budget for a category must include an explanation as to why the variance occurred and what controls are in place to prevent the variance from recurring.

Transfer of Funds

Cash Transfers for each account/sub-account are recorded in July based on the project budget for funding for the fiscal year. Any unused funds from a prior fiscal year are transferred out of the project account by August 31st. The board may also, based on interim progress reports or financial statements, request the return of funds that appear excessive or unlikely to be allocated as intended, for example personnel funds for unfilled positions. The board should request an explanation for the apparent surplus from the program director and allow 10 business days for a response.

Year End Reporting

A year-end report with information about all SSF Projects, will be prepared by the Student Services Fee Administrative staff for the Student Services Fee Board. It will include detail of budget variances broken down by the categories identified in the project budget. Unfavorable variances could impact the Board's willingness to fund future projects.

Exhibit A – Program Alteration Request (PAR) Flowchart

Is a Program Alteration Request (PAR) required to make adjustments to your project?

Just follow the flowchart below to find out!

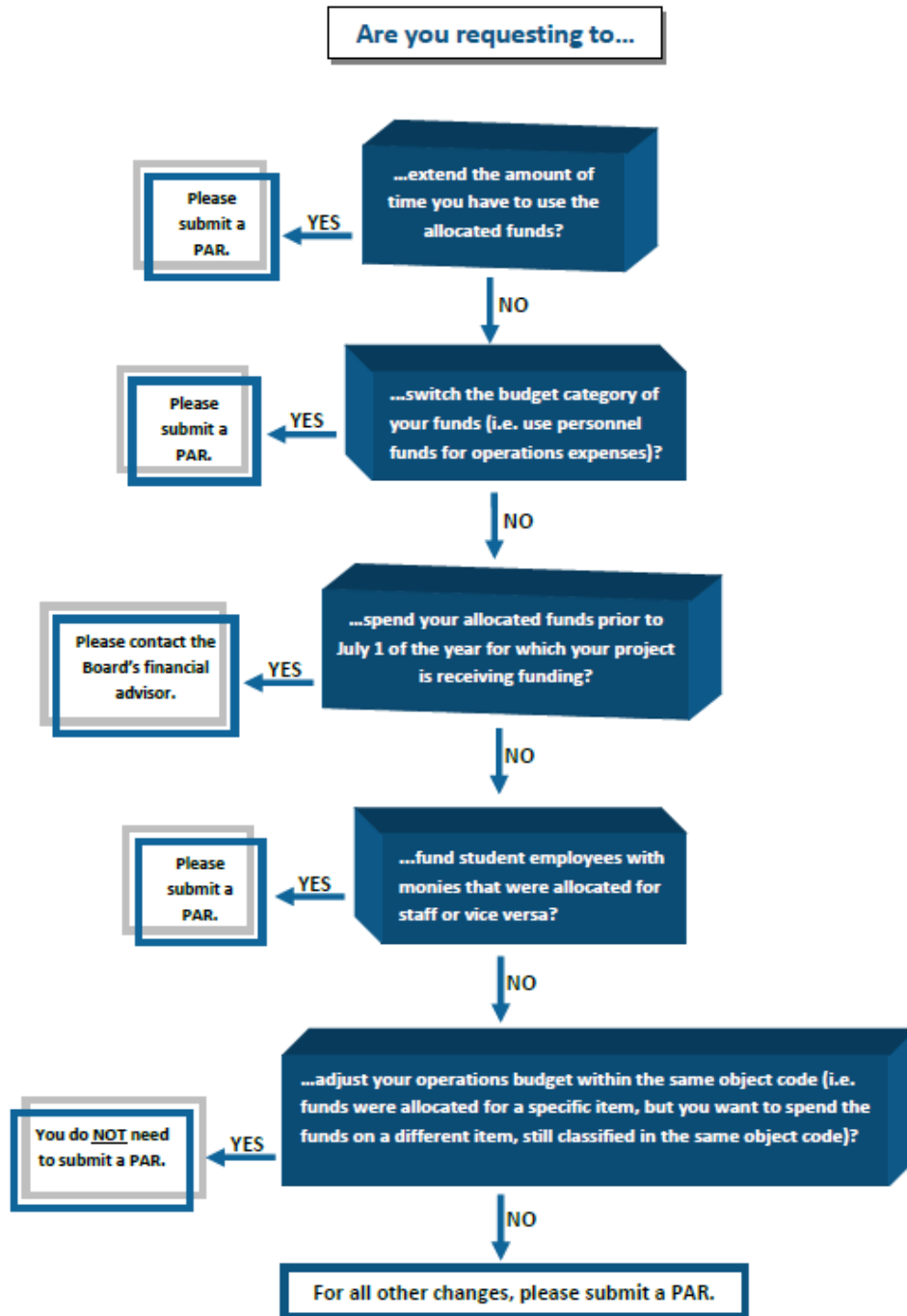


Exhibit B - Procedures for Termination and Alteration of Programs (From Document 2 of the Governing Documents)

I. Expectation to Provide Services

When an applicant accepts SSF, the applicant and SSFAB understands that the applicant, now a recipient, will honor the intent and letter of their proposal by providing the services and/or employment opportunities described. When making a recommendation for partial funding, the board will provide specific direction as to which portions of the proposal are being funded and confirm that these make up an achievable object in the opinion of the program director.

This document is intended to protect the integrity and effectiveness of the SSF by outlining a process of oversight and recovery if the board or program director believes a project may fail to fulfill these expectations or encounters significant, unforeseen difficulties. Failure to fill student or staff positions, potential budget overruns, or a failure to appropriately advertise the SSF and failure to provide anticipated student benefits are grounds for concern and possible action.

II. Routine Recovery of Funds

SSF accounts will be swept June 30. The board may also, based on interim progress reports or university financial records, request the return of funds that appear excessive or unlikely to be allocated as intended, for example personnel funds for unfilled positions. The board should request an explanation for the apparent surplus from the program director and allow 5 business days for a response.

III. Program Alteration Requests

As outlined in Part 2 SSF programs are funded based on the specific objectives in the program application. The board may approve any significant deviation from these, upon receipt of request, considering:

- i. Whether the proposed changes are consistent with the original intent of the proposal, *i.e.* in terms of student priorities addressed and impact.
- ii. The rationale for the request.
- iii. The current success of the program.
- iv. The additional benefits gained from the change.
- v. The revised budget.

IV. Program-Initiated Termination

In the event that a program director or recipient feels that a program is unsustainable, ineffective or otherwise in danger of failing to meet expectations, they may request termination. The request should include

- i. A progress report covering to-date highlighting the reasons for ending the program
- ii. A reconciliation recording any unallocated or recoverable monies
- iii. An assessment of the impact of cancellation (addressing any issues outlined in III) including an exit plan, timeline, and an explanation of how staff and student positions may be affected.

The board should provide a recommendation to continue the program, continue with changes in the program (considering §III) or terminate the program and reclaim any remaining funds as soon as possible

V. Termination by Student Affairs

The Board may, on the basis of interim progress, financial reports or other evidence, recommend terminating a program. Such a recommendation should only be made after determining that:

- i. The program is not likely to achieve a significant level of its intended impact, and
- ii. Terminating the program will not have appreciable adverse effects on the student community, or
- iii. SSF monies have been misused, or
- iv. The scope of the program has deviated, without approval (§III), significantly from that given in the initial application.

NOTE: The Vice President for Student Affairs may also terminate a program in light of unforeseen circumstances.

VI. Responsibility Clause

The Office of the Provost has final authority on the usage of the fee, final authority on the actions of the board, and final responsibility on safeguarding the integrity and transparency of the fee and the advisory board; therefore, any decision by the Office of the Provost, whether in agreement with board directives or not, is final, binding, and supersedes these policies.