

 **Dept FCO - (Fin) Student Accounts**

AUO 1.A. Department/Division Name: Student Accounts

AUO 1.B. Name(s) of the author(s) of this report:: Lisa Kirk

AUO 1.C. What is the primary focus of your department/division?: The Student Accounts Office maintains financial records for the 1.3 million dollars in student assets and oversees an annual budget of over one million dollars for the DASB. It also provides accounting services for all recognized student clubs. The Accountant attends DASB Finance and Budget Committee meetings and assists in the annual DASB budget process. As a financial advisor to this committee, the Accountant contributes to the leadership development of the students participating in the decision-making processes of the committee and of the DASB Senate thus contributing to the learning process and success of student leaders. This enhances student retention as these student leaders have a commitment to serve the student body for the duration of their term in office, so they have a strong connection to the college.

AUO 1.D. How many customers are served annually and is number trending up, even, or down?: 23,000. This number is dependent on enrollment. In recent years enrollment has been declining. The Student Accounts Department is supported almost entirely by DASB funds that come from two main sources; student body card sales and flea market revenues. Both revenue sources are impacted by lower student headcount and fewer flea market space rentals. Demands for DASB funds exceed annual resources. Continued personalized service and support to the office of campus life activities.

AUO 1.E. Who are the typical customers served by this department/division? :
Students

AUO 2.A. What is the department/division Mission Statement?: To carry out the goals, mission, and priorities of the De Anza Associated Student Body (DASB), the college, and the district in the proper accounting, safeguarding, and reporting of the DASB and student club assets. This includes working with the DASB and student clubs to facilitate the collection and disbursement of funds and ensure the financial activity is accounted for and reported in accordance with Generally Accepted Accounting Principles (GAAP).

AUO 2.B. Ways and to what extent do your services support your Mission statement:

- Provide technical accounting support for DASB, clubs and trust accounts.
- Accounting System (Blackbaud) allows for services to occur on site.
- Frequent and regular check runs that are quickly disbursed.
- Support DASB Finance and Senate Committees, and provide training to club advisors and officers.
- Improved safeguards in place with positive pay.

AUO 3.A. Number of classified employees: 2



AUO 3.B. Number of management employees: 0

AUO 3.C. Number of student employees: 2

AUO 3.D. Position(s) Needed:

AUO 3.E. Justification for Position(s)::

AUO 3.F. If additional position/s were hired did it result in the expected improvement? How so? :

AUO 4.A. Have there been any facility changes in the last five years?:

AUO 4.B. Are there any significant facility changes that will be needed over the next five years?: Reorganization of office space is needed to make the office more ergonomically functional

AUO 4.C. Give justification for facility requests : Furniture is dated and not ergonomically functional.

AUO 4.D. If additional facility changes occurred, did it result in the expected improvement? How so?:

AUO 5.A. Have there been any equipment purchases in the last five-years. If so what was purchased?:

AUO 5.B. Are there any equipment purchases that will be needed over the next five years?: Yes.

Updated desktop computers are needed every 4-5 years.

(4 work stations x \$2,000 = \$8,000).

Desktop Scanners

Color printers

Wireless headsets for phones

new accounting system

AUO 5.C. Justification for equipment(s):: scanners are needed to electronically store documents and to upload backup into purchase requisitions (mandatory). • Accounting System (Blackbaud) is only used by ASB.

AUO 5.D. If additional equipment was purchased, did it result in the expected improvement? How so?:

AUO 6.A. Amount of Department/Division discretionary (B) budget or explain.: 0

AUO 6.B. Does the department/division need additional discretionary funding? If so, why?: Yes.

• Student Worker \$13,737

• Student Worker Benefits \$300

• Supplies \$1,500

• Operating \$6,200 (Blackbaud accounting software and maintenance).

AUO 6.C. Additional discretionary budget requests:

AUO 6.D. Justification for additional discretionary budget: The department is reliant on ASB funding which the incoming ASB students vote on every year. It would be better to



have an ongoing B budget. The Student Accounts Department is supported almost entirely by DASB funds that come from two main sources; student body card sales and flea market revenues. Both revenue sources are impacted by lower student headcount and fewer flea market space rentals. Demands for DASB funds exceed annual resources.

AUO 6.E. If additional discretionary budget was allocated, did it result in the expected improvement?:

AUO 7.A. Have there been any significant organizational alignment changes over the last five years?:

AUO 7.B. List any significant organizational alignment changes needed over the next five years.:

AUO 7.C. Justification for significant organizational alignment changes:

AUO 7.D. If organizational alignment changes were made did it result in the expected improvement?:

AUO 8.A Have there been any significant changes in regulations/laws/policies over last five years?: positive pay

AUO 8.B. List changes in regulations/laws/policies affecting department/division over next five yrs.:

AUO 8.C. List any additional resources needed to meet the new regulations/laws /policies.:

AUO 8.D. Justification for additional resources:

AUO 8.E. If additional resources were made provided did it result in the expected improvement?:

AUO 9.A. List any significant professional development activities over the last five years.:

AUO 9.B. List any significant professional development needs over the next five years.:

AUO 9.C. Justification for significant professional development .:

AUO 9.D. If additional professional development was provided did it result in expected improvement?:

AUO 10. List other Needed Resources & Justification:

AUO 11.A. What are the current/active department/division outcome statements?:

StudentAccounts_CashHandling_Procedures DASB/Club students will understand the process for cash handling (

AUO 11.B. How many AUO statements have been assessed since the last program review?: 1

AUO 11.C. Summarize the outcomes assessment findings and resulting department/division enhancements.: Survey provided to DASB/Club Officers students and Club Advisors to assess students understand of proper procedures of cash handling and the required forms. The results were positive with 83% understanding of the cash

handling procedures. We will continue to work with the student officers annually as they change every academic year and to make sure they are aware of the process.



Enhancements

Enhancement The student accounts office conducts annual orientation of the cash handling procedures at the beginning of each quarter of the academic year.

The cash handling procedures have been updated on April 2017 and the forms and procedures are available at online: http://www.deanza.edu/studentaccounts/docs_forms/ (03/21/2018)

AUO 11.D. What are the department/division outcome assessment plans for the next five years?: The department is currently discussing various suggestions