

## **Annual Report:**

### **Review of Previous Fiscal Year Use and Intended Changes for This Fiscal Year**

The Student Fee Governing Board is required to review the function and overall operations of each area funded by the fee to gain an understanding of each area's purpose, management, and operations. Each fee funded area's annual financial report (including revenue and expenses) for the prior fiscal year will be reviewed to ensure compliance with the fee purpose. As part of this review, SFGB shall recognize and understand the distinction between contractually obligated, encumbered funding such as bond payments or other contractual obligations.

#### **Definitions:**

- *Prior Fiscal Year or FY24:* Includes finances and operations from July 2023 through June 2024
- Includes Fall 2023 and Spring 2024, with half of the previous and following summer sessions.
- *Current Fiscal Year or FY25:* Includes finances and operations from July 2023 through June 2024
- Includes Fall 2024 and Spring 2025, with half of the previous and following summer sessions.

#### **Submission**

As part of this process, student fee-funded areas are *required* to submit the below information as a report to the chairs of Student Fee Governing Board – Gwen Young at [gwen.young@csupueblo.edu](mailto:gwen.young@csupueblo.edu) by Friday, **11/08/23** at 10am.

#### **Suggestion:**

First, read your area's proposal for academic year 23-24 that was submitted in spring of 2023. The information provided in the review should relate to the information your area presented to the SFGB in that proposal. The SFGB wants to know if you did what you said you would and what information you have to show it (data). Then pull an end of year report in Kuali of the account(s) funded by the student fee. It is suggested to use the "Available Balances" function in Kuali. If you need assistance with this, contact Gwen Young. You will compare the actuals in Kuali to your proposal and provide clarification of any anomalies. If you were unable to meet the proposed use of the funds, provide an explanation and how you have or will change your processes to learn from this experience.

Second, read your area's proposal for academic year 24-25 that was submitted last spring. Then pull a current report in Kuali of the account(s) funded by the student fee. It is suggested to use the "Available Balances" function in Kuali. If you need assistance with this, contact Gwen

Young. Compare revenue projections from that proposal to revenue actuals thus far and note any changes needed. For example, if revenue is less than anticipated, will you reduce expenses or look for other opportunities to increase revenues? If you have a large roll-over and would like to request to use the funds for something specific this year, provide the necessary information needed for the SFGB to determine your savings amount and potential roll-over for use.

## Outline of Requirements

### A. Determine strategic student goals and needs (1 page or less)

1. In a short narrative, explain your goals – include mission statement and objectives for this current year.
  1. The money received this year from the student fees will be used to support the Marching Band Scholarship program as well we plan to use some of the funding to purchase needed equipment for the students in the marching band.
    - a. Much of the equipment that the students are using is about 15 years old, purchased at the start of the marching band and in need of repair or replacement.
  2. We are hoping to start a spring pep band class and we may also be able to use the funds we receive to help purchase equipment that we would be able to use for this class as well.
2. In a short narrative, explain the student needs fulfilled using student fees.
  1. The Marching Band Scholarships are a great incentive for students to attend CSU Pueblo. Not just for music major students but for students studying other degrees across campus as well.
  2. Having working equipment also allows for a more enjoyable experience for the students and helps the students to create a better sound which is more enjoyable for the audience.

### B. Ensure student needs are being fulfilled adequately (1-2 pages)

1. Provide data or narrative on what services you are providing to students through student fees.
  1. For students in the Marching Band we are providing a place for them to come together and create music, in a fun atmosphere. We also are able to work together to create wonderful show that they can perform at different events on campus, off campus in Pueblo, and other areas of Colorado.

2. For students not in the Marching Band we are creating a show that they can watch during football games and music that they can enjoy throughout the games, during the state fair parade, student convocation, and other events the band is present at throughout the semester.

2. Provide assessment data on student satisfaction and/or attendance numbers for student fees.

1. I will be sending out a form that the students will be filling out before the semester is over that will ask about satisfaction. The number of students that are participating in the band this year is 44.

3. Provide any other examples or narrative you deem needed to demonstrate student needs being fulfilled adequately using student fees – specific examples encouraged.

1. This past year we have focused on the scholarship need that students have that are in marching band. The student fee money has helped us with that need a great deal this past year. Any support we are given from this money is helpful and the students appreciate being able to have a scholarship for participating in Marching Band.
2. Each student in the marching band receives at least \$1000 scholarship each season they participate in the marching band.

C. Provide a governance structure for sub-committees and policy/advisory boards (1 page or less).

1. Provide a list of members on your area's sub-committee.
  - a. Brett Keating, Amanda Burk, Michael Gutierrez, Molly Charles, Pedro Arrieta
2. Provide a list of sub-committee duties for this Fall.
  - a. Brett Keating- chair, Amanda Burk- staff/faculty member, Michael Gutierrez- music student, Molly Charles, Pedro Arrieta

D. Review annual report and prior year revenue and expense(s) (1-3 pages).

1. Provide your area's financial report (including revenue and expenses for Fiscal Year 2024).

1. Your Spring 2023 proposal for how Fall 23 and Spring 24 funds would be spent is attached.

1. The funds collected from the student fees from this time will be used in their entirety for marching band student scholarships.
2. Explain any anomalies in the budget, such as ending in a deficit or rolling over a substantial amount.
  1. Looking over the budget with Chad Beery it shows that the funds we received went to an account to fund the scholarships after the semester was over. As far as we are aware and can tell that is where the money has done over the past year.
2. Provide a narrative explaining the current budget and projections for the current year – including revenue streams and major expenses.
  1. We do not have our spending attached to this yet. The major expense that the student fee funds are going to are the scholarships that are awarded to the full time students that participate in Marching Band.
3. Highlight new forms of revenue or new expenses in this fiscal year.
  1. As a group we are coming up with different ideas of what we can do to help support scholarships as well as other Marching Band needs. We are participating in Give Day (which will happen in April) as well we are looking into other fundraisers we can do with local groups and businesses.
  2. New expenses we have need for are instrument repairs and purchase. There are many instruments that are worn down after years of use and are in need of repair or replacement.
4. Provide a narrative on any parts of your budget that you believe need further explanation.
  1. I do not know of any parts of the budget that need further explanations.
5. If your account has roll-over funds from the previous fiscal year, note how much you'd like to request is placed in savings and if you have specific needs your area requests to use excessive roll-over to cover.
  1. When I looked over the budget with Chad it seemed there was an amount that rolled over but it wasn't clear of what that amount was. I will look into it more with him. .