

Services and Activities Fee Committee
Base Funding Request for FY2018-FY2021

| | | | | |
|--|-------------------------------|--------------------------------|---------------------|-----------------|
| Name of Program, Activity, or Service | CWU Administrative Fee | S&A Project ID/ID's | Submitted By | Patrick Stanton |
|--|-------------------------------|--------------------------------|---------------------|-----------------|

Total Annual Base Funding Requested **\$ 346,000**

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

The administrative fee is an internal CWU fee that allocates shared administrative support costs accumulated in the state general fund to self-support units benefiting from these services. Administrative support costs are allocated using a methodology that approximates the units' proportional benefit. This proposal is for stable funding over the four year period using reimbursement rates for services calculated at the 2016 fiscal year service level. Stable funding and the ability to plan and budget is in the best interest of both the S&A Committee and the university. Therefore, the proposal is for the amount shown below even though the costs of providing the direct services are likely to increase during the time period. As such it is not anticipated that the direct services will be re-calculated each year and adjusted up, or down. The services provided are listed below. The calculation methods used to approximate the costs of providing the services are in the attachment. The support documents for developing the calculated percentages are available upon request.

See CWU Policy: CWUP 2-10-090 Internal Administrative Fee

ANNUAL BASE FUNDING REQUEST SUMMARY

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

| | <i><u>Annual Base Amount</u></i> | |
|----------------------|----------------------------------|--|
| Admin/Exempt Payroll | \$ - | <div style="text-align: center;"> Annual Base Funding by Cycle </div> |

Name of Program, Activity, or Service

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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 |
|---|----------|---------------|-------------------------|---------------------|------------|--------------------|
| N/A | - | per Year | 1.0 | 1 | 17.0% | - |
| | - | per Year | 1.0 | 1 | 17.0% | - |
| BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL | | | | | | - |

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 |
|---|----------|---------------|-------------------------|---------------------|------------|--------------------|
| N/A | - | per Month | 12.0 | 1 | 19.5% | - |
| | - | per Month | 12.0 | 1 | 19.5% | - |
| 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 |
|--|----------|---------------|-------------------------|---------------------|------------|--------------------|
| N/A | - | per Hour | 627.0 | 1 | 3.0% | - |
| | - | per Hour | 627.0 | 1 | 3.0% | - |
| | - | 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 | N/A | N/A | - |
| Civil Service | N/A | N/A | - |
| Student | N/A | N/A | - |
| BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL | | | - |

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BASE GOODS & SERVICES EXPENSE

| Description of Goods & Services Expense | | Annual Base Amount |
|---|---|--------------------|
| The services provided are listed below as the title of the department and a brief description of the services. | | - |
| | | - |
| Accounts Payable & Travel | The Accounts Payable and Travel Department process all vouchers/invoices and disburse payment for purchases of materials, supplies and services including employee and non-employee travel. | 12,512 |
| Human Resources (HR) | The Human Resources Department processes all student PAF's, employment, benefit, and insurance related services. | 189,592 |
| Information Technology (IT) Applications & Project Management- Subcategory Applications | IT Applications provides technical support for all enterprise-wide applications. The primary applications consist of PeopleSoft, Oracle databases and all ancillary applications. | 34,838 |
| Information Technology (IT) Applications & Project Management- Subcategory Enterprise Information Systems (EIS) | Category costs include: software maintenance for the University's PeopleSoft and Oracle systems, and other ancillary applications. Additionally, staff support for software upgrades, and technical training for all employees on the applications is provided. | 15,882 |
| Payroll | The Payroll Department processes all university employee paychecks, maintains withholding and leave records, and prepares annual 1099's and W-2's. | 12,020 |
| Purchasing, Business Services & Contracts | The Purchasing, Business Services and Contracts Office administers all purchase orders and contracts to ensure compliance with all established policies, federal, and state regulations, as well as administers all Public Information Requests. | 46,867 |
| Student Financial Services | Student Financial Services receives, collates and mails accounts payable disbursements for student and department accounts which includes S&A club activity. | 34,377 |
| BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL | | 346,089 |

BASE TRAVEL EXPENSE

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Description of Travel Expense

Annual Base
Amount

N/A

BASE TRAVEL EXPENSE TOTAL

BASE EQUIPMENT EXPENSE

Description of Equipment Expense

Quantity

Cost Each

Total Cost

Annual Base
Amount

N/A

BASE EQUIPMENT EXPENSE TOTAL

ANNUAL BASE EXPENSES - TOTAL

346,089

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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 |
|---|--------------------|
| N/A | - |
| 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 |
|--|----------------------|-------------------------------|----------------------|--------------------|
| N/A | - | - | - | - |
| USE OF CARRY FORWARD (RESERVES) TOTAL | - | - | - | - |

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

ANNUAL S&A BASE FUNDING REQUEST

\$346,089

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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 2014 | Year 2 FY 2015 | Year 3 FY 2016 | Year 4 FY 2017 | <i>Average Annual Amount</i> |
|--|-------------------|-------------------|-------------------|-------------------|--------------------------------------|
| N/A | | | | | - |
| DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL | - | - | - | - | - |

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL