

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

Name of Program, Activity, or Service: **Student Funds Financial Manager (SUB/REC Accounting)**

S&A Project ID/ID's

4610100001

Submitted By

Dora Van Epps
 dora.vanepps@cwu.edu

Total Annual Base Funding Requested \$ 109,504

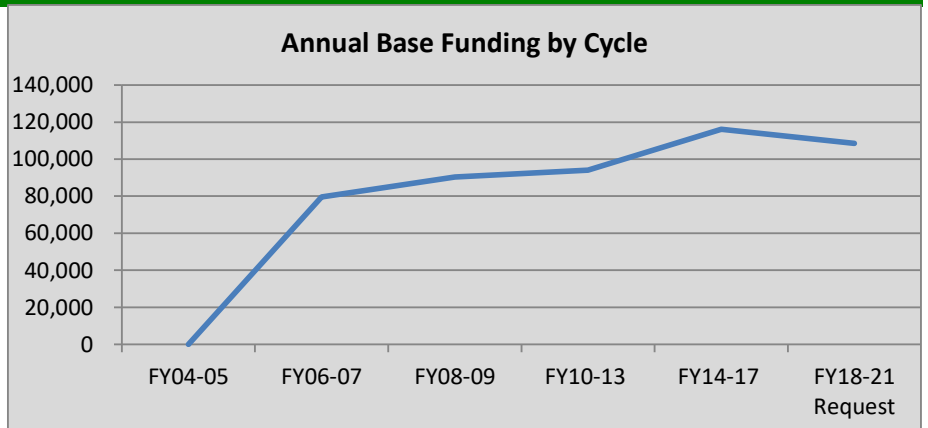
BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

In 1994, the S&A Committee, University administrators, and the Board of Trustees recognized that the opening of the new Student Union and Recreation Center (and the student fees associated with it) created the need for high-level financial management dedicated solely to student funds. This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities Fee Fund as well as the Student Union and Recreation Center Fee Funds. This position also provides advice on financial matters and assists in the development of procedures related to accounting, auditing and budgeting. As the primary budget advisor to the Services and Activities Fee Committee, the Student Funds Manager assists committee members, various administrators, and program managers in the matters of budget development, financial forecasting, the application of university budget policies, financial reporting and the appropriate use of funds. In addition this position is also the manager of the SURC Accounting office which provides the budget and accounting services to Student Clubs and Organizations. SURC accounting also processes the funding/reimbursement of Student Academic Senate, Club Senate, and S&A supplemental requests. The Student Funds Financial Manager also acts as an advisory role for Student Clubs in regards to the rules and regulations that govern their activities with an emphasis on, but not limited to, travel and fiscal related transactions.

ANNUAL BASE FUNDING REQUEST SUMMARY

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

	<u>Annual Base Amount</u>
Admin/Exempt Payroll	\$ 68,000
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	22,216
Goods & Services	17,150
Travel	1,200
Equipment	938
Annual Base Expenses	109,504
Less: Annual Other Funding Sources	-
Annual Base Funding Request	\$ 109,504



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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
Student Funds Financial Manager - 12 month position	68,000.00	per Year	1.0	1	17.0%	68,000
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL					22,216	68,000

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
No civil service employees	-	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
No student employees	-	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	32.7%	22,216
Civil Service	N/A	-
Student	N/A	-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		22,216

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense		Annual Base Amount
Supplies	Office supplies, copy machine, computer, printer supplies & misc supplies for S&A meeting support	5,000
Subscriptions	Newspaper subscription	7,000
Room, Audio Visual Equipment Rentals (Estimate 30 meetings x \$60 per meeting)	For S&A Committee meetings	1,800
Wildcat Films filming of meetings (Estimate 30 meetings x \$50 per meeting)	For S&A Committee meetings	1,500
Registration Fees - Continuing Education		1,250
Lite Refreshments	For S&A Committee meetings	600
		-
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL		17,150

BASE TRAVEL EXPENSE

Description of Travel Expense		Annual Base Amount
Continuing Education Travel Expenses (mileage,meals,hotels)		1,200
		-
BASE <u>TRAVEL</u> EXPENSE TOTAL		1,200

BASE EQUIPMENT EXPENSE

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
Computer	1.0	2,500.00	2,500	625
Printer Replacement	1.0	250.00	250	63
Monitor Replacement	2.0	500.00	1,000	250
			-	-
			-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL				938

ANNUAL BASE EXPENSES - TOTAL

109,504

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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
None	-
BASE <u>OTHER FUNDING SOURCES</u> 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
All carryforward funds are returned to S&A at end of funding cycle	-	-	-	-
	-	-	-	-
USE OF <u>CARRY FORWARD (RESERVES)</u> TOTAL	-	-	-	-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

-

ANNUAL S&A BASE FUNDING REQUEST

\$109,504

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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	Average Annual Amount
None					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL

-