

SERVICE & ACTIVITY FEE ANNUAL REPORT

Student Funds Financial Manager: \$109,504

The S&A Committee is very supportive of this position and the quality service that is provided. This support service is required for the proper function of S&A Committee and the programs supported by S&A.

Fiscal Year: FY 2021
Program Name: Student Funds Financial Manager
Program Manager: Lacy Lampkins

Please list any S&A funded position that have been vacant longer than six (6) months. If any vacancies exist, please explain how you utilized the funds and what your long term plans are for the position.

N/A

Please provide an overview of the student centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.

The Student Funds Financial Manager was created in 1994. The University administrators and the Board of Trustees had 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 (which together comprise over 160 individual budgets). 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, the Dean of Student Success, other administrators, and program managers in matters of budget development, financial forecasting, and the application of university budget policies, financial reporting and the appropriate use of funds.

In addition this position is also manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations, processes the funding of Student Academic Senate, Club Senate and S&A, and acts as an advisory role for Student Clubs in regards to the rules and regulations that govern their activities with an emphasis (but not limited to) travel and fiscal related transactions. This includes an additional 250 individual budgets.

Please provide a detailed explanation of any fund transfers from one service and activities fund budget to another.

There was only one fund transfer done and that was due to the S&A Allocation being removed at the end of the funding cycle - per the S&A Committee Guidelines. This funding went back to the S&A fund.

Please provide an explanation for any positive or negative fund balances at year end.

There was a negative fund balance at the end of the year due to accounting entries and vacation accruals. This was corrected in the following Fiscal Year(FY22)

Service & Activities Base Funding Financial Overview
For the month ended June 30, 2021
 Department: SFM Financial Mgmt
 Fund: F:522
 As of 10/21/21

	FY21 Actuals	FY20 Actuals	FY19 Actuals	FY18 Actuals
Revenues				
CWU-Allocation (Revenue)	113,029	113,029	111,449	111,449
Total Revenues	113,029	113,029	111,449	111,449
Transfers				
CWU-Transfer (Intra-Fund Out)	31,511	0	0	0
Total Transfers	31,511	0	0	0
Expenses				
CWU-Salary and Wage (Staff)	83,921	86,226	80,270	81,842
Total Salaries	83,921	86,226	80,270	81,842
CWU-Benefits	23,395	23,597	22,956	22,230
Total Salaries & Benefits	107,317	109,823	103,226	104,072
CWU-Goods	(155)	2,973	6,885	6,801
CWU-Services	0	0	0	250
CWU-Supplies	18	21	21	14
CWU-Repairs/Maintenance	0	30	0	6,580
CWU-Program	48	6,501	6,535	2,196
CWU-Travel	0	50	(995)	0
Bad Debt	0	0	0	0
Total Goods & Services	(89)	9,575	12,446	15,841
Total Expenses	107,227	119,398	115,672	119,913
Net Resources	(25,708)	(6,369)	(4,222)	(8,463)
Projected Beginning Fund Balance	22,018	28,387	32,609	41,072
Projected Ending Fund Balance	-3,690	22,018	28,387	32,609