

SERVICE & ACTIVITY FEE ANNUAL REPORT

SURC Accounting: \$151,668

The S&A Committee continues to support these areas under a flat funding agreement that was effective 2006. The committee plans on reviewing and clarifying the language regarding salary increases.

Fiscal Year: FY 2021
Program Name: SURC Accounting
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 SURC Accounting office has two full time S&A funded positions, one position funded from other sources and 5-6 student employees. The two S&A funded positions are funded through the SURC flat funding agreement. The agreement also provides support for a portion of student payroll and goods and services.

The SURC accounting office provides the budget and accounting services to all student clubs and organizations. We process all the funding reimbursements for Student Academic Senate, Club Senate, S&A Supplemental, Equity Service Council, Sport Clubs, Career Services, Undergraduate Research and co-sponsored events. We also help support Wildcat Tickets, Student Union Operations, Scheduling, Publicity and Student Involvement. Support is given to Student Clubs regarding the rules and regulations that govern their activities with an emphasis on (but not limited to) travel and fiscal related transactions.

The office is responsible for setting up tills within the REC Centers, reconciling and processing all revenue, billings and financial reports. The office has multiple daily contacts with students associated with club transactions and assists hundreds of student travelers in preparing travel authorizations, travel vouchers and reimbursements, ensuring all transactions are reconciled.

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.

This department has been carrying forward a fund balance from other funding sources for years. However, the S&A Allocation was transferred out at the end of the fiscal year per the S&A Guidelines.

Service & Activities Base Funding Financial Overview

For the month ended June 30, 2021

Department: SURC Accounting

Fund: F:522

As of 10/21/21

	FY21 Actuals	FY20 Actuals	FY19 Actuals	FY18 Actuals
Revenues				
CWU-Sales and Services	0	14,000	13,000	8,000
CWU-Cash Over/Short	0	0	(19)	(8)
CWU-Other	0	0	0	0
CWU-Allocation (Revenue)	209,298	209,298	208,134	208,134
Total Revenues	209,298	223,298	221,115	216,126
Transfers				
CWU-Transfer (Intra-Fund Out)	10,425	0	0	0
Total Transfers	10,425	0	0	0
Expenses				
CWU-Salary and Wage (Staff)	121,926	122,817	135,571	109,866
CWU-Student/Temporary/Overtime	14,970	19,436	27,670	30,537
Total Salaries	136,896	142,253	163,242	140,402
CWU-Benefits	61,052	60,591	63,481	65,841
Total Salaries & Benefits	197,948	202,844	226,723	206,243
CWU-Goods	0	499	388	819
CWU-Supplies	3,225	1,237	2,062	1,249
CWU-Utilities	1,273	1,279	1,410	1,581
CWU-Repairs/Maintenance	0	(132)	838	36
CWU-Program	1,713	2,385	2,562	2,426
CWU-Travel	0	1,025	23	0
CWU-Equipment/Software (Non-Capita)	0	0	2,404	0
Bad Debt	0	0	0	0
Total Goods & Services	6,211	6,294	9,687	6,112
Total Expenses	204,160	209,137	236,410	212,355
Net Resources	(5,287)	14,161	(15,295)	3,772
Projected Beginning Fund Balance	121,488	107,327	122,622	118,849
Projected Ending Fund Balance	116,202	121,488	107,327	122,621