

Services and Activities Fee Committee
Base Funding Request for FY2010-FY2013

Name of Program, Activity, or Service	Student Funds Financial Manager (SURC Accounting Budget)	S&A Project ID	5-34165-00	Submitted By	Jack Baker (bakerj@cwu.edu) Ed Day (daye@cwu.edu)
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Total Annual Base Funding Requested \$ 94,257

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.

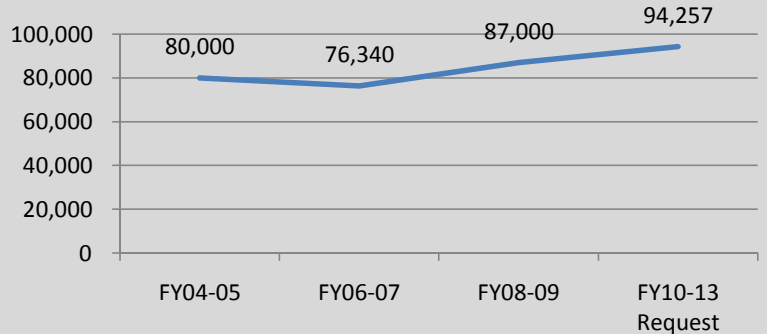
This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities Fee Fund as well as the Student Union and Recreation Center Fee Funds (which together comprise over 125 individual budgets). This position also provides advice on financial matters 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 Vice President for Student Affairs and Enrollment Management, and other administrators, in matters of budget development, financial forecasting, and the application of university budget policies.

ANNUAL BASE FUNDING REQUEST SUMMARY

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 78,948
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	23,684
Goods & Services	7,500
Travel	1,200
Equipment	1,325
Annual Base Expenses	112,657
<i>Less: Annual Other Funding Sources</i>	<i>(18,400)</i>
Annual Base Funding Request	\$ 94,257

Annual Base Funding by Cycle



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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	78,948.00	per Year	1.0	1	30.0%	78,948
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL					23,684	78,948

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	35.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOT/					-	-

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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	30.0%	23,684
Civil Service	N/A	-
Student	N/A	-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		30.0%

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense		Annual Base Amount
Supplies	Office supplies, computer and printer supplies	750
Subscriptions	Governmental Accounting Research System (GASB)	500
Audio Visual Equipment Rentals	For S&A Committee meetings	1,000
Registration Fees-Continuing Education	Primarily in-state via Washington Society of CPA's	1,250
Audit Services	Washington State Auditors Office	4,000
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL		7,500

BASE TRAVEL EXPENSE

Description of Travel Expense		Annual Base Amount
Continuing Education Travel Expenses	Primarily in-state. Automobile mileage, meals, hotel.	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
Printer Replacement	1.0	500.00	500	125
Desktop Computer Replacement	1.0	3,000.00	3,000	750
Monitor Replacement	2.0	500.00	1,000	250
Software (Updates and New) - \$200/year	1.0	800.00	800	200
BASE <u>EQUIPMENT</u> EXPENSE TOTAL				1,325

ANNUAL BASE EXPENSES - TOTAL **112,657**

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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
CWU Housing (Auxiliary Services)	For professional financial management services related to the Comprehensive Housing Master Plan (long-term financing, financial forecasting, construction accounting, etc.)	18,400
		-
BASE OTHER FUNDING SOURCES TOTAL		18,400

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
Carry forward balances are returned to S&A at the end of each multi-year funding cycle.	-	-	-	-
USE OF CARRY FORWARD (RESERVES) TOTAL				-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

18,400

ANNUAL S&A BASE FUNDING REQUEST

\$94,257

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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 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
There are no non-S&A funding sources used to <u>separately</u> pay for expenses that support this S&A service. However, the Office of VP-SAEM does provide all S&A funding recipients with on-going fiscal support related to budget, purchasing, and payroll issues (as needed). The annual cost of this support has not been calculated.					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL