

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2016
Reporting Program:	SURC - Club Accounting
Funded PID:	53540900 (Speedkey 4610050001)
Program Manager	Dora Van Epps

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 192,173.39
Self Support Funds Earned	\$ 14,010.63
Other Funds Received	
TOTAL REVENUE:	\$ 206,184.02
EXPENSES:	
STUDENT PAYROLL	\$ 32,519.32
NON STUDENT PAYROLL	\$ 128,991.24
BENEFITS	\$ 54,889.46
GOODS & SERVICES	\$ 6,599.65
TOTAL EXPENSES:	\$ 222,999.67
TRANSFERS IN	\$ 8,930.00
TRANSFERS OUT	\$ -
NET CHANGE	\$ (7,885.65)

Please list any S&A funded position that have been vacant longer than six (6) months. If any vacancies exist,

None

Please provide an overview of the student centered programming provided, i.e. type of programs,

The SURC Accounting office has two full time S&A funded positions, one position funded from other sources and 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 Student Cubs and Organizations, processes the funding of the Student Academic Senate, Club Senatge, S&A, Equity Service Council, and Sports Clubs. 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

Year End payroll leave accrual process. \$8930.00 transferred in.