

# SERVICE & ACTIVITY FEE ANNUAL REPORT

**Fiscal Year:** FY 2023  
**Program Name:** Observer  
**Program Manager:** Gretchen Lohse

**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 Observer is a high-impact practice offer that allows all 9,000+ CWU students to practice the written and oral communication skills that the General Education Program aims to teach, learn leadership skills, enjoy their First Amendment rights, and build a professional portfolio for job hunting purposes. Student media are also a requirement for students pursuing the Media and Journalism BA.

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

We did request a supplemental fund request from the S&A committee to cover increase in minimum wage and printing cost expenses to the amount of \$12,098. Also, \$30,091 was swept from the budget by S&A and put back into the S&A fund.

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

While we were able to curve printing expenses in FY22 to the cheapest possible with Wenatchee World, minimum wages increases to \$15.74 led to a total cost of \$37,052 in wages and benefits. With minimum printing costing \$17,632 for the year along with routine utility expenses, The Observer ended FY23 in the red by \$12,289 (which was covered by the approved supplemental fund request).

**Service & Activities Base Funding  
Financial Overview  
For the month ended September 30, 2023  
Department: Observer  
Student Activities  
No Component  
As of 11/30/23**

	FY22 Actuals	FY23 Actuals
<b>Revenues</b>		
CWU-Sales and Services	9,784	5,588
CWU-Allocation (Revenue)	53,556	50,738
<b>Total Revenues</b>	<b>63,340</b>	<b>56,325</b>
<b>Transfers</b>		
CWU-Transfer (Intra-Fund Out)	0	(33,166)
<b>Total Transfers</b>	<b>0</b>	<b>(33,166)</b>
<b>Expenses</b>		
CWU-Salary and Wage (Staff)	(541)	0
CWU-Student/Temporary/Overtime	36,359	37,766
<b>Total Salaries</b>	<b>35,818</b>	<b>37,766</b>
CWU-Benefits	1,234	756
<b>Total Salaries &amp; Benefits</b>	<b>37,052</b>	<b>38,523</b>
CWU-Goods	17,632	19,874
CWU-Supplies	1,265	0
CWU-Utilities	312	312
CWU-Rentals/Leases	0	0
CWU-Repairs/Maintenance	60	30
CWU-Program	1,832	2,360
CWU-Travel	0	7,515
Bad Debt	0	0
<b>Total Goods &amp; Services</b>	<b>21,101</b>	<b>30,091</b>
<b>Total Expenses</b>	<b>58,153</b>	<b>68,614</b>
<b>Net Resources</b>	<b>5,187</b>	<b>(45,455)</b>
<b>Projected Beginning Fund Balance</b>	<b>40,268</b>	<b>45,455</b>
<b>Projected Ending Fund Balance</b>	<b>45,455</b>	<b>0</b>