

SERVICE & ACTIVITY FEE ANNUAL REPORT

Scheduling Center: \$30,000

The committee values the services and support provided by the Scheduling Center.

Fiscal Year: FY 2023
Program Name: Scheduling Center
Program Manager: Cherie Wilson

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.

None

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

University Scheduling provides room scheduling and resource management for all non-academic meetings and events occurring on campus. Our facilities are available for use by CWU recognized student organizations and departments as well as the general public. University Scheduling reserves over 20,000 events per year, over 6500 of these are for student groups. This PID supports 2 full time staff. This PID has a long term written agreement with S&A to provide \$30,000 from the CWU Students to support the operations of a University Scheduling Services office. In addition, we also receive funds from the SUB Fee, State and the Conference Center.

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

The fund transfer was the rollback of unspent S&A Allocation due to salary savings noted below.

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

The positive fund balance is the result of salary savings and savings from student wages.

Service & Activities Base Funding
Financial Overview
For the month ended September 30, 2023
Department: University Scheduling Services
Student Activities Funds
All Components
As of 12/22/23

	FY22 Actuals	FY23 Actuals
Revenues		
CWU-Sales and Services	6,240	29,744
CWU-Student Fee (Dedicated)	15,000	15,000
CWU-Allocation (Revenue)	61,262	71,940
Total Revenues	82,502	116,684
Transfers		
CWU-Transfer (Intra-Fund In)	817	0
CWU-Transfer (Intra-Fund Out)	0	(27,000)
Total Transfers	817	(27,000)
Expenses		
CWU-Salary and Wage (Staff)	62,775	79,971
CWU-Student/Temporary/Overtime	14,602	0
Total Salaries	77,377	79,971
CWU-Benefits	31,098	39,225
Total Salaries & Benefits	108,475	119,196
CWU-Goods	1,120	1,250
CWU-Supplies	726	215
CWU-Utilities	632	407
CWU-Repairs/Maintenance	5,564	5,159
CWU-Program	8,199	0
CWU-Travel	0	1,280
CWU-Transfer (Expense In)	(72,023)	(72,023)
Bad Debt	4	(12,660)
Total Goods & Services	(55,778)	(76,373)
Total Expenses	52,697	42,823
Net Resources	30,622	46,861
Projected Beginning Fund Balance	2,042	32,664
Projected Ending Fund Balance	32,664	79,525