

Services & Activities Fee Annual Program Review

Program Name: Student Funds Financial Manager
Program Manager: Erin Sargent
Fiscal Year: FY2024

1. In what way(s) does your program support CWU students? Please be specific and concise.

This position supports CWU students by providing accurate fiscal information to the S&A funds which include Student Union and Recreation fees along with the S&A fee. It also assists the S&A Committee as an advisor. This position supports budget development, financial forecasting and application of budget policies for all students and S&A funded areas. This position also oversees the SURC Accounting office. Our program has not changed its support for this funding cycle.

2. What are your specific program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

The goal of this position is to ensure that all the support units under the S&A areas have financial assistance. Items include: Budget preparation, accounting, auditing and application of financial procedures. Each year the S&A Committee completes a self-evaluation to be able to provide feedback to this position on if there are any ideas that need to be adjusted or offered. We also have the ability to have feedback from the public comment portion during our public meetings and also members from ASCWU and CWU Administration. Other assessments are done through SURC Accounting that could also apply to this position as well.

3. What is the overall purpose of your program and what service(s) does your program provide?
 - a. Are there overlaps or intersections with other university programs that have similar purposes or services?

There are currently no overlaps at the university as this position is specifically dedicated to only support S&A areas.

4. How does your program align with the purpose of S&A funding? *“Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education.”*

This department aligns with the purpose of S&A funding because the role of the SFFM is to advise the S&A Committee along with other S&A funded departments. It also supervises the SURC Accounting office in its role and service to students which is another S&A base funded area.

5. Please provide specifics on how your program supports and aligns with CWU’s strategic plan (<https://www.cwu.edu/about/mission-vision/documents/cwu-vision-mission-values-strat-plan-bot-approved.pdf>)?

Our service supports the CWU mission by offering assistance to our customers to ensure “effective stewardship” of student funds. This would primarily be the S&A, SUB and REC fees that are collected from students. Our services support opportunities for students to be engaged in co-curricular and extra-curricular programs and activities that enhance the learning environment and creative expression, as well as, encourage and support diversity and inclusion.

6. Please provide detailed information regarding who utilizes your program? (*Students, faculty, staff, community? Specific demographic information? Class standing, gender, ethnicity, transfer, campus location, etc.*)

The services that are provided are utilized by the S&A committee which is made up of students, faculty and staff. Other areas of support include staff in S&A funded units and individuals who also utilize SURC Accounting.

7. How many unique CWU students utilize your program or services?
- How do you gather these metrics?
 - If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

We do not currently collect that data.

8. Are there any current vacant positions in your program?

No

9. Given the budget reductions taking place, and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and included in your initial base funding request.

We have reduced costs on having in person meetings. Our meetings are still available to the public and are more accessible virtually due to having them over zoom. The impact that this has on the budget means we are not spending money on room rentals or food costs. We had one vacant position for approximately 4 months that will also help limit spending.

10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?

No.

11. What other funding does your program receive? What percentage of your program's total funding is coming from S&A Fees?

The SFFM budget is 100% funded through the S&A Fee.

12. What growth or expense increases do you anticipate seeing in the future?

We do not currently have any plans for growth.