

## SERVICE & ACTIVITY FEE ANNUAL REPORT

**Publicity Center: \$254,488**

*The Publicity Center produces quality products and provides excellent services to other S&A funded areas. With the increase in demand for services, the committee agreed to increase funding to cover the increasing cost of operating supplies and to cover production of the Hype publication. The committee also agreed to increase funding for additional student positions to keep up with industry expansions and to help offset demands within the office.*

**Fiscal Year:** \_\_\_\_\_  
**Program Name:** Publicity Center  
**Program Manager:** \_\_\_\_\_

**Please list any S&A funded positions 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.**

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

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

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

**Financial Overview**  
**For the month ended October 31, 2019**  
Department: Publicity Center  
Fund: F:522  
As of 11/21/19

	FY21 Forecast	FY20 Actual + Forecast	FY 19 Actuals	FY18 Actuals
<b>Revenues</b>				
CWU-Sales and Services	70,000	62,244	77,532	74,254
CWU-Allocation (Revenue)	389,924	396,835	384,684	384,684
<b>Total Revenues</b>	<b>459,924</b>	<b>459,079</b>	<b>462,216</b>	<b>458,939</b>
<b>Transfers</b>				
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
CWU-Salary and Wage (Staff)	221,246	195,383	195,480	193,564
CWU-Student/Temporary/Overtime	129,375	91,357	94,814	75,183
<b>Total Salaries</b>	<b>350,621</b>	<b>286,740</b>	<b>290,294</b>	<b>268,747</b>
CWU-Benefits	82,856	89,596	102,366	86,921
<b>Total Salaries &amp; Benefits</b>	<b>433,477</b>	<b>376,335</b>	<b>392,660</b>	<b>355,668</b>
CWU-Goods	24,000	32,141	29,530	10,711
CWU-Supplies	6,600	7,560	12,994	8,751
CWU-Utilities	1,320	1,282	1,302	1,258
CWU-Rentals/Leases	7,400	3,300	0	0
CWU-Repairs/Maintenance	1,000	0	7,665	0
CWU-Program	8,900	8,117	10,372	12,901
CWU-Travel	7,800	6,732	3,605	3,570
CWU-Equipment/Software (Non-Capita)	11,000	8,962	36,928	0
Bad Debt	0	0	0	17
<b>Total Goods &amp; Services</b>	<b>68,020</b>	<b>68,094</b>	<b>102,396</b>	<b>37,207</b>
<b>Total Expenses</b>	<b>501,497</b>	<b>444,429</b>	<b>495,056</b>	<b>392,875</b>
<b>Net Resources</b>	<b>(41,573)</b>	<b>14,650</b>	<b>(32,840)</b>	<b>66,064</b>
<b>Projected Beginning Fund Balance</b>	<b>93,188</b>	<b>78,538</b>	<b>111,378</b>	<b>45,314</b>
<b>Projected Ending Fund Balance</b>	<b>51,616</b>	<b>93,188</b>	<b>78,538</b>	<b>111,378</b>