

# SERVICE & ACTIVITY FEE ANNUAL REPORT

Scheduling Center: \$30,000

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

**Fiscal Year:** FY2020  
**Program Name:** Scheduling Center  
**Manager:** Cherie Wilson

**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.**

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, 6500 of these are for student groups. This PID supports 2 full time staff and 1 to 2 students. 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 State and the Conference Center.

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

A positive fund balance of \$72,023 was transferred in to this budget from the state portion of monies received to support this budget.

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

The negative fund balance is due to increased wages/benefit costs without any increase in revenue for many years.

# Service & Activities Base Funding Financial Overview

For the month ended October 31, 2020

Department: University Scheduling Services

Fund: F:550

As of 11/13/20

	FY21 Actuals + Forecast	FY20 Actuals	FY 19 Actuals	FY18 Actuals
<b>Revenues</b>				
CWU-Sales and Services	(387)	858	73,619	73,233
CWU-Rent	0	170	504	1,031
CWU-Other	10,000	0	0	0
CWU-Student Fee (Dedicated)	13,250	15,000	15,000	15,000
CWU-Allocation (Revenue)	30,000	30,000	30,000	30,000
<b>Total Revenues</b>	<b>52,863</b>	<b>46,027</b>	<b>119,123</b>	<b>119,264</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)	79,225	81,237	76,993	59,665
CWU-Student/Temporary/Overtime	12,336	18,241	10,530	6,783
<b>Total Salaries</b>	<b>91,561</b>	<b>99,478</b>	<b>87,523</b>	<b>66,448</b>
CWU-Benefits	39,890	40,055	38,088	31,461
<b>Total Salaries &amp; Benefits</b>	<b>131,450</b>	<b>139,533</b>	<b>125,611</b>	<b>97,909</b>
CWU-Goods	0	600	742	1,195
CWU-Services	0	0	0	4,000
CWU-Supplies	800	30	893	1,373
CWU-Utilities	689	646	641	798
CWU-Travel	0	784	1,407	2,302
CWU-Equipment/Software (Non-Capita)	0	0	1,638	1,000
CWU-Transfer (Expense In)	0	(72,023)	0	0
Bad Debt	0	159	0	(159)
<b>Total Goods &amp; Services</b>	<b>1,489</b>	<b>(69,803)</b>	<b>5,321</b>	<b>10,509</b>
<b>Total Expenses</b>	<b>132,939</b>	<b>69,730</b>	<b>130,932</b>	<b>108,419</b>
<b>Net Resources</b>	<b>(80,076)</b>	<b>(23,703)</b>	<b>(11,809)</b>	<b>10,845</b>
<b>Projected Beginning Fund Balance</b>	<b>32,484</b>	<b>56,187</b>	<b>67,996</b>	<b>57,151</b>
<b>Projected Ending Fund Balance</b>	<b>-47,593</b>	<b>32,484</b>	<b>56,187</b>	<b>67,996</b>