

## SERVICE & ACTIVITY FEE ANNUAL REPORT

SURC Custodial: \$192,377

*The S&A Committee continues to support these areas under a flat funding agreement that was effective 2006. The committee plans on reviewing and clarifying the language regarding salary increases.*

**Fiscal Year:** FY2020  
**Program Name:** SURC Custodial  
**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.**

Two (2) Custodial 1 positions have been vacant for over 6 months. We were unable to rehire due to the hiring freeze we have on campus. We would like to rehire at our earliest opportunity once the freeze has been lifted. Some funds were used for student positions (flu fighters) which was new this year to increase cleaning of highly touched surfaces throughout the building. Funds were not utilized on anything else due to the freeze on purchasing, which left us with a large carry-forward.

**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 Custodial budget provides day to day custodial services to the Student Union. With a facility which operates 17 hours a day with multiple traffic patterns and peak usage of up to 15,000 people a day, the need for cleaning between rotations of meeting rooms, public areas and restrooms is critical, our structure provides for a prompt and timely response when needs arise. This area supports 4 full time, 1 1/3 time position and 7 student employees.

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

None

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

We ended with a positive fund balance due to the 2 vacant positions that we were not able to fill and the lack of spending in our goods and services budget due to the purchasing freeze.

# Service & Activities Base Funding Financial Overview

For the month ended October 31, 2020

Department: SUB Custodial

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	0	0	88	37
CWU-Allocation (Revenue)	417,791	417,791	412,583	311,414
<b>Total Revenues</b>	<b>417,791</b>	<b>417,791</b>	<b>412,671</b>	<b>311,450</b>
<b>Transfers</b>				
CWU-Transfer (Intra-Fund Out)	0	0	0	(120,000)
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(120,000)</b>
<b>Expenses</b>				
CWU-Salary and Wage (Staff)	73,710	113,142	131,584	118,742
CWU-Student/Temporary/Overtime	71,581	54,089	54,185	51,238
<b>Total Salaries</b>	<b>145,291</b>	<b>167,231</b>	<b>185,770</b>	<b>169,980</b>
CWU-Benefits	45,793	70,216	79,168	74,710
<b>Total Salaries &amp; Benefits</b>	<b>191,084</b>	<b>237,447</b>	<b>264,938</b>	<b>244,690</b>
CWU-Goods	0	466	1,092	980
CWU-Services	21,320	7,172	9,452	9,444
CWU-Supplies	33,694	47,213	39,516	35,019
CWU-Utilities	2,523	2,433	2,507	2,480
CWU-Repairs/Maintenance	0	42	0	0
CWU-Insurance	361	659	0	0
CWU-Program	62	840	(218)	714
CWU-Travel	0	0	2,203	0
CWU-Equipment/Software (Non-Capita)	0	0	15,435	0
CWU-Capital Outlays	0	0	51,974	0
Bad Debt	0	0	0	0
<b>Total Goods &amp; Services</b>	<b>57,960</b>	<b>58,825</b>	<b>121,960</b>	<b>48,637</b>
<b>Total Expenses</b>	<b>249,044</b>	<b>296,272</b>	<b>386,898</b>	<b>293,327</b>
<b>Net Resources</b>	<b>168,747</b>	<b>121,519</b>	<b>25,773</b>	<b>(101,877)</b>
<b>Projected Beginning Fund Balance</b>	246,942	125,423	99,650	201,527
<b>Projected Ending Fund Balance</b>	415,689	246,942	125,423	99,650