

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2013
Reporting Program:	SFM Financial Management
Funded PID:	53416500
Program Manager	Sharon Jonassen

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 94,000.00
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 94,000.00
EXPENSES:	
STUDENT PAYROLL	\$ -
NON STUDENT PAYROLL	\$ 73,213.32
BENEFITS	\$ 21,458.00
GOODS & SERVICES	\$ 4,799.46
TOTAL EXPENSES:	\$ 99,470.78
TRANSFERS IN	\$ 1,213.04
TRANSFERS OUT	\$ 23,061.61
NET CHANGE	\$ (27,319.35)

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.

The Student Funds Financial Manager was created in 1994, the University administrators, and the Board of Trustees the need for high-level financial management dedicated solely to student funds.

This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities Fee Fund as well as the Student Union and Recreation Center Fee Funds (which together

comprise over 145 individual budgets). This position also provides advice on financial matters and assists in the development of procedures related to accounting, auditing and budgeting.

As the primary budget advisor to the Services and Activities Fee Committee, the Student Funds Manager assists committee members, the Vice President for Student Affairs and Enrollment Management, other administrators, and program manager in matters of budget development, financial forecasting, the application of university budget policies, financial reporting and the appropriate use of funds.

In addition this position also is manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations, processes the funding of Student Academic Senate, Club Senate and S&A, and acts as an advisory role for Student Clubs in regards to the rules and regulations that govern their activities with an emphasis on travel and fiscal related transactions but not limited to. This includes an additional 250 individual budgets.

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

Year-end payroll leave accrual process - \$1,213.04 - transferred in.

End of funding cycle - transfer back to S&A \$23,061.61 - transferred out. The amount transferred back to S&A is representative of salary savings from a prior year. The bulk of the salary savings was transferred back to the S&A Flex budget at the time of the vacancy, with the remaining salary savings being transferred at the end of FY13 as part of the pull back.