

## SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2013
Reporting Program:	SURC - Club Accounting
Funded PID:	53540900
Program Manager	Sharon Jonassen

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 130,970.82
Self Support Funds Earned	\$ 8,000.00
Other Funds Received	\$ 51,915.61
<b>TOTAL REVENUE:</b>	<b>\$ 190,886.43</b>
EXPENSES:	
STUDENT PAYROLL	\$ 12,888.37
NON STUDENT PAYROLL	\$ 83,575.68
BENEFITS	\$ 37,058.12
GOODS & SERVICES	\$ 7,646.78
<b>TOTAL EXPENSES:</b>	<b>\$ 141,168.95</b>
TRANSFERS IN	\$ 2,750.08
TRANSFERS OUT	\$ 533.81
<b>NET CHANGE</b>	<b>\$ 51,933.75</b>

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 SURC Accounting office has two full time S&A funded positions, one position funded from other sources and student employees. The two S&A funded positions are funded through the SURC Flat funding agreement, the agreement also provides support for a portion of student payroll and goods & services. The SURC Accounting Office provides the budget and accounting services to Student Clubs and Organizations,

processes the funding of Student Academic Senate, Club Senate, S&A, ESC, and Sport Clubs. Staff provide support 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. The office is responsible for setting up tills within the REC Centers, reconciling and processing all revenue, billings and financial reports. The office had approximately 6,000 contacts with students associated with club transactions and assisted approximately 550 student travelers in preparing travel authorizations, travel vouchers and reimbursements, ensuring all transactions are reconciled.

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

Year-end payroll leave accrual process - \$2,750.08 - transferred in.

End of funding cycle - transfer back to S&A \$533.81 - transferred out, end of FY13 pull back.