

Services and Activities Fee Committee
Base Funding Request for FY2014-FY2017

REVISED

Name of Program, Activity, or Service	Administrative Support Costs	S&A Project ID/ID's	53417100	Submitted By	Connie Williams cwilliams@cwu.edu
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Total Annual Base Funding Requested \$ **448,286**

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

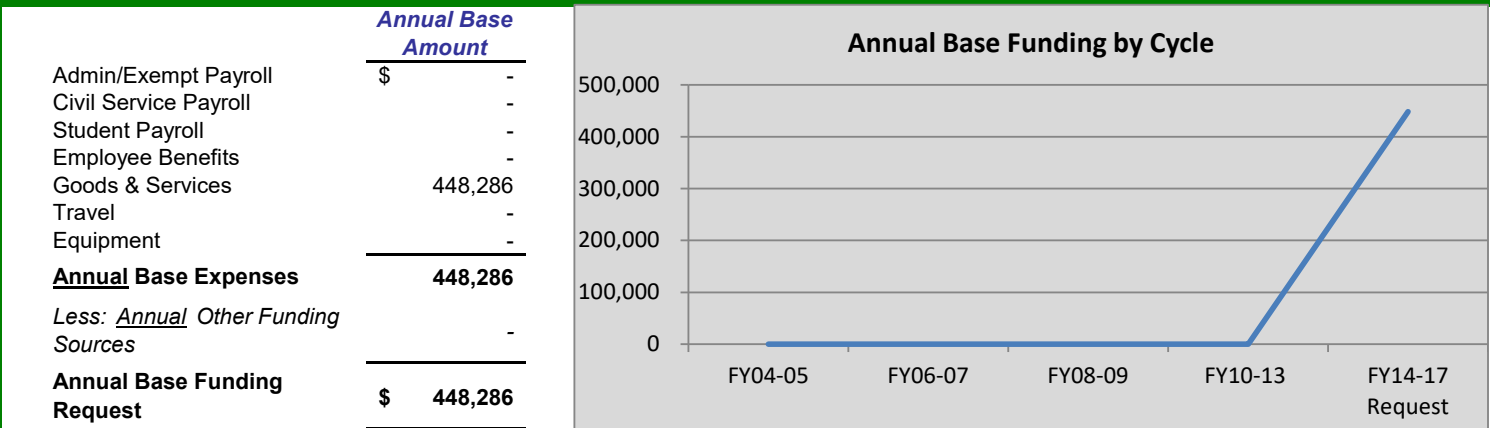
Administrative Support Costs are those functions essential to the stability of all university programs and services. This request is specific to the administrative support costs which support the programs funded by the Service and Activities Fees.

The Administrative Fee Allocation is a process of allocating a portion of the administrative support costs to the departments, programs and funds which utilize and benefit from these services. Many university activities are necessary for the daily operation of the university and are functions that directly or indirectly benefit every student and every member of staff and faculty.

Without the underlying support provided for through administrative functions and services, the overall stability and quality of student programs, activities and services will be impacted.

ANNUAL BASE FUNDING REQUEST SUMMARY

(Provide the data for the chart below on the second tab. The chart will auto populate.)



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Activity, or Service

Administrative Support Costs

S&A
Project
ID/ID's

53417100

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ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
N/A	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						-

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
N/A	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOTAL						-

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BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
N/A	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL						-

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	N/A	-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		-

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense

Administrative Support Costs

Method of Calculation:

1. The administrative support cost allocation, for FY 2014-2017, will be calculated based on the audited 2012 fiscal year expense totals. The percentage of cost allocated by individual category is based on the most fair and equitable measure of usage and benefit derived and is entitled "Unit Based Method". Specific cost categories and the associated base used for distribution are identified and presented as Attachment 1 to this Base Funding Request.**Note: The list below identifies categories that will be excluded.

2. Identify method of calculating percentage allocation (usage percentage): Each category of administrative services is matched to a specific method to quantify and measure usage by the Student Activities Program. (i.e., number purchase order lines attributable to S&A as a percentage of total purchase order lines for all university purchase order lines.

3. Calculate the allocation by cost category: Total cost for each service category is multiplied by the corresponding "usage" percentage to provide the allocation to S&A.** Note: An example calculation is presented for the Accounts Payable and Travel expense category.

Categories to be excluded:

President Residence

President's Office

Faculty Senate

Academic Affairs

Faculty Relations

Building Repair & Maintenance

Grounds and Custodial

Utilities

Fire protection

BASE GOODS & SERVICES EXPENSE TOTAL

448,286

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BASE TRAVEL EXPENSE

Description of Travel Expense	Annual Base Amount
N/A	-
	-
	-
BASE <u>TRAVEL</u> EXPENSE TOTAL	-

BASE EQUIPMENT EXPENSE

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
N/A			-	-
			-	-
			-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL			-	-

ANNUAL BASE EXPENSES - TOTAL

448,286

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ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
N/A	-
	-
	-
BASE OTHER FUNDING SOURCES TOTAL	-

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
	-	-	-	-
	-	-	-	-
USE OF CARRY FORWARD (RESERVES) TOTAL	-	-	-	-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

-

ANNUAL S&A BASE FUNDING REQUEST

\$448,286

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DISCLOSURE OF NON-S&A FUNDING SOURCES

DISCLOSURE OF NON-S&A FUNDING SOURCES

Description of Non-S&A Funding Source	Year 1	Year 2	Year 3	Year 4	Average Annual Amount
N/A					-
					-
					-
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL

Attachment 1-Revised
Base Funding Request Administrative Support Costs FY 2014-2017

Administrative Service Department	Description of Services Provided	S&A Allocation Method	Total Service Department Costs	S&A Usage Percentage	S&A Allocation	S&A Allocation Method Notes
Accounts Payable & Travel	The Accounts Payable and Travel Department process all vouchers/invoices and disburse payment for purchases of materials, supplies and services including employee and nonemployee travel.	Percentage Usage= S&A voucher lines to total voucher lines.	\$ 259,327.78	4.8%	\$ 12,498.34	The number of voucher lines represents the most discrete measure of usage for both the accounts payable and travel departments.
Budgeting	The Budget Department processes all budget changes, establishes system level budgeting controls, and monitors budgets for overspending.	Percentage Usage= S&A expenses to total university expenses.	\$ 568,888.64	2.2%	\$ 12,237.86	The overall budget process directly correlates to expenditure totals, thus allocation of costs based on percentage of expenditures is equitable.
Business & Financial Affairs (BFA)	The BFA Department is responsible for financial reporting, internal and external audits, debt issue and service, general accounting, general insurance and tort liability, fixed asset administration, etc.	Percentage Usage= S&A budget as percentage of total university-wide budget	\$ 1,657,112.62	2.3%	\$ 38,113.59	The most discrete measure of level of services provided by the BFA Department is measured by percentage of individual fund/department fiscal year budget to total.
Human Resources (HR)	The Human Resources Department processes all student PAF's, employment, benefit, and insurance related services.	Percentage Usage= Number of Personnel Action Forms (PAF's) to total University PAF's.	\$ 1,610,127.92	8.0%	\$ 128,042.76	Within the HR Department, the PAF's represent discrete units of work and due to student turnover rate over academic quarters, this should be a good measure of HR's benefit derived.
Information Technology (IT) Applications & Project Management	IT Applications and Project Management administers and maintains the university ERP systems which provides functionality across campus and online.	Percentage Usage= Number of non-student S&A employees to total university employees.	\$ 2,812,275.24	2.0%	\$ 56,168.56	All non-student S&A employees are provided access to most enterprise applications, thus allocating costs over non student SA employees is the most discrete measure of usage.
IT Management, Networks, & Support	The IT Management Department administers software site licenses, the desktop replacement program and web development.	Percentage Usage= Number of S&A employees to total university employees.	\$ 1,525,738.77	6.3%	\$ 95,772.71	All employees utilize networks and support, so the percentage of SA employees to total is the most discrete measure of benefit.
Mail, Stores, & Receiving	These Departments provide mail distribution to the entire university, access to common commodities and manage the receiving process for purchased goods and materials.	Percentage Usage= Number of non-student S&A employees to total university employees.	\$ 287,200.27	2.0%	\$ 5,736.15	All employees receive benefit from mail distribution, receiving of goods and services, so percentage of S&A employees to total is most discrete measure of benefit.
Payroll	The Payroll Department processes all university employee paychecks, maintains withholding and leave records and prepares annual 1099's and W-2's	Percentage Usage=Percentage of S&A employee paychecks processed to total university paychecks processed.	\$ 251,250.72	6.0%	\$ 14,955.84	The number of paychecks issued is a discrete measure of usage and benefit derived from the Payroll Department.
Purchasing, Business Services & Contracts	The Purchasing, Business Services and Contracts Office administers all purchase orders and contracts to ensure compliance with all established policies, federal, and state regulations, as well as administers all Public Information Requests.	Percentage Usage=Number of S&A purchase order lines to total university purchase order lines.	\$ 513,727.52	8.4%	\$ 43,220.86	Purchase Order lines represent discrete measurable units of work for the Purchasing office, allocating their costs based on PO lines processed is a reasonable measure.
Public Safety & Police Services	Provides services for crime prevention, auto and bike registration, lost and found, courtesy assistance for all employees and students, and training.	Percentage Usage= Number of S&A employees to total university employees.	\$ 816,659.14	6.3%	\$ 51,262.81	All employees and programs receive benefit from public safety and police services, so percentage of S&A employees to total is most discrete measure of benefit.
Web Office & Central Today	Provides support for setting up web-pages, editing content, and functionality. Many S&A programs utilize these services for public outreach. Central Today provides a venue for programs to post notices and provide information on upcoming events.	Percentage Usage= S&A expenses to total university expenses.	\$ 391,588.73	2.2%	\$ 8,423.81	Services provided is most discretely measured by total expenses which correlates to size of department or program, thus allocation of costs based on percentage of expenditures is equitable.
Student Financial Services	Student Financial Services receives, collates and mails accounts payable disbursements for student and department accounts which includes S&A club activity.	Percentage Usage= S&A voucher lines to total voucher lines.	\$ 596,781.58	4.8%	\$ 28,761.97	Responsible for receipting, collating and mail accounts payable disbursements which correlates to voucher line activity, thus allocation of costs based on percentage voucher lines to total is most appropriate.

Subtotals

\$ 11,290,678.93

\$ 495,195.26

Adjustments:

Credit for Direct Expenses attributable to SURC Accounting

\$ (169,866.00)

Reclassification of Expenses pertaining to Blended Budget

\$ 122,956.51

Net Proposed S&A Admin Fee

\$ 448,285.77

\$448,285.77

Attachment 2
Example Calculation- Human Resources

Summary of Project Identification Codes attributable to the Human Resources Department:

11770000 Human Resources	\$ 1,607,046.00
11770200 Annual Service Award Program	\$ 3,082.00
Total Expenses Human Resource Department	<u>\$ 1,610,128.00</u>

Calculation of S&A Usage Percentage

Total Personnel Action Forms pertaining to S&A	1962
Total Personnel Action Forms university wide	24672
S&A Usage Percentage	8%

Allocation of Human Resources to S&A:

Total Expenses Human Resources	\$ 1,610,128.00
Multiply by Usage Percentage	<u>8%</u>
Total Allocation Human Resources Department to S&A	<u>\$ 128,042.76</u>