

SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2016
Reporting Program:	Administrative Fee
Funded PID:	
Program Manager	Joel Klucking

Financial Report Back:	
REVENUE:	
S&A Funds Received	297,134.04
Self Support Funds Earned	\$ -
Other Funds Received	
TOTAL REVENUE:	\$ 297,134.04
EXPENSES:	
STUDENT PAYROLL	\$ -
NON STUDENT PAYROLL	
BENEFITS	
GOODS & SERVICES	\$ 297,134.04
TOTAL EXPENSES:	\$ 297,134.04
TRANSFERS IN	
TRANSFERS OUT	\$ -
NET CHANGE	\$ -

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.

N/A

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 Administrative Fee is a negotiated amount that is used to reimburse the University for direct services provided to the S&A fund programs. The services include (but are not limited to): 1) paying invoices and vouchers through accounts payable and the travel desk 2) budgeting controls, software and monitoring, 3) the processing of personnel actions through Human Resources 4) Software applications such as PeopleSoft, Oracle Databases and ancillary systems 5) technical support for computer replacement, repairs, upgrades and software installation 6) Web page set-up, hosting and technical support 7) the CWU Win-win program for computer replacements 6) mail distribution and receiving of purchases goods and materials 8) payroll processing of paychecks, withholding and leave records and preparations of W-2s and 1099s 9) Purchasing and contracting services 10) Student Financial Services including the main billing and receivables function relating to the S&A Fee collected as part of tuition.

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

N/A