



CENTRAL WASHINGTON UNIVERSITY

## Memorandum

Date: February 7, 2023  
To: Student and Activities Fee Committee  
From: Joel Klucking  
CFO/SVP Finance & Administration

Dear S&A Fee Committee,

The December 1, 2022, Service and Activities Fee Committee recommended the following motions related to temporary policy changes to S&A Fee procedural operations in CWUP 8-40-040, have been carefully reviewed.

- Under-Expenditures (CWUP 8-40-040(3)(A)3.c): Current policy allows for unused allocations to be carried forward from one academic year to the next within the four-year funding cycle before being returned to the S&A Fee Committee.

**Motion was to adjust this policy so that any unspent S&A Allocations at the end of each fiscal year will be returned to the S&A Fee Committee. This would go into effect during this fiscal year.**

- Unexpended Salary (CWUP 8-40-040(3)(A)3.d): Current policy states that any salary savings resulting from a position that remains vacant for six consecutive months will be returned to the S&A Fee Committee.

**Motion was to adjust this policy so that salary savings are returned to the S&A Fee Committee for positions that remain vacant for one month. This would go into effect beginning January 2023.**

Thus, I am pleased to inform you the December 1, 2022, recommendations are approved as submitted.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joel Klucking', with a stylized flourish at the end.

Joel Klucking  
CFO/SVP Finance & Administration

c: Joey Bryant  
Peggy Eaton

### Finance and Administration

400 E University Way | Ellensburg WA 98926-7481 | Office: 509-963-2323 | Fax: 509-963-2025

Mitchell Hall 2<sup>nd</sup> Floor | Email: [vpbfa@cwu.edu](mailto:vpbfa@cwu.edu) | Web: [cwu.edu/financial-affairs/](http://cwu.edu/financial-affairs/)

CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu).

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