

# SERVICE & ACTIVITY FEE ANNUAL REPORT

**Fiscal Year:** FY 2023  
**Program Name:** Student Funds Financial Manager  
**Program Manager:** Erin Sargent

**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 Student Funds Financial Manager was created in 1994. The University administrators and the Board of Trustees had 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.

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 Dean of Student Success, other administrators, and program managers in matters of budget development, financial forecasting, and the application of university budget policies, financial reporting and the appropriate use of funds.

In addition this position is also the manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations and all S&A Funded Departments

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

Fund transfer of \$44,406 was due to the approved sweep of unspent funds, which was a result of the position being open for a period of time.

**Please provide an explanation for any position or negative fund balances at year end.**

N/A

**Service & Activities Base Funding  
Financial Overview**  
**For the month ended September 30, 2023**  
 Department: SFM Financial Mgmt  
 Student Activities  
 No Component  
 As of 12/22/23

	FY22 Actuals	FY23 Actuals
<b>Revenues</b>		
CWU-Allocation (Revenue)	114,386	120,406
<b>Total Revenues</b>	<b>114,386</b>	<b>120,406</b>
<b>Transfers</b>		
CWU-Transfer (Intra-Fund In)	3,690	0
CWU-Transfer (Intra-Fund Out)	0	(44,406)
<b>Total Transfers</b>	<b>3,690</b>	<b>(44,406)</b>
<b>Expenses</b>		
CWU-Salary and Wage (Staff)	88,256	56,384
<b>Total Salaries</b>	<b>88,256</b>	<b>56,384</b>
CWU-Benefits	24,352	21,393
<b>Total Salaries &amp; Benefits</b>	<b>112,608</b>	<b>77,777</b>
CWU-Goods	0	0
CWU-Supplies	0	0
CWU-Program	0	0
Bad Debt	0	0
<b>Total Goods &amp; Services</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>112,608</b>	<b>77,777</b>
<b>Net Resources</b>	<b>5,467</b>	<b>(1,777)</b>
Projected Beginning Fund Balance	-3,690	1,777
Projected Ending Fund Balance	1,777	0