

Service & Activities Fee Base Funding Request Form

**Student Funds Financial Manager**

Submitted By: Erin Sargent, erin.sargent@cwu.edu on 11/30/2024 8:14:29 PM

Pending Approval

**2026-2029 Service & Activities Fee Base Funding Request Form**

**Program/Department Name**

Student Funds Financial Manager

**Program Manager**

Erin Sargent

**Do you currently receive S&A Base Funding?**

Yes

**How does the program support the University's Vision and Mission?**

<https://www.cwu.edu/about/mission-vision/>

This program supports the salary for the Student Funds Financial Manager and also the goods and services associated with the S&A Committee. This position has the responsibility to provide timely and accurate fiscal information relative to the S&A 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 budget advisor to the S&A Fee Committee, this position assists committee members along with students and other S&A budget owners matters of budget development, forecasting, the application of university budget policies, financial reporting and the appropriate use of funds and supports the vision and mission by ensuring all areas receive budget support to allow them to serve students.

**How does your request support current CWU students?**

Students are supported in a variety of ways by this position. Not only are all S&A student employment positions budgeted and supported by S&A funding, the SFFM ensures that all areas are able to receive timely reports which allows areas to always know what they have left in their budgets to ensure funds are maximized year after year.

**What metrics or assessment do you have (or intend to have) to measure the success of your program?**

Similar to the answer for the SURC Accounting office, we don't have a metrics or assessment in place to measure the success of our departments but our success in assisting our students and departments shows in the ability to process the fiscal related transactions that are associated with all the programs and activities that take place on our CWU Campus.

**Is this program associated with enrollment in academic course or academic credit?**

No

**Identify your S&A funding category?**

**Did any organizational changes occur in your previous quadrennial in comparison to this quadrennial ask?**

No

**Current Annual Report\***

**Submit Base Funding Budget Form and Organizational Chart\***

located: <https://www.cwu.edu/about/offices/services-activities/resources/index.php>  
[ed9e9b55-70e7-4a2b-8c83-ff1aa3fdf0e1.xlsx](#)

**Additional Documents (optional)\***