

Service & Activities Fee Base Funding Request Form

SURC Accounting

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Pending Approval

2026-2029 Service & Activities Fee Base Funding Request Form

Program/Department Name

SURC Accounting

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/>

The SURC accounting office provides the budget and accounting services to all student clubs and organizations. We process funding reimbursements for a variety of areas and offer ad-hoc training including cash handling for special events and custom reporting and research. We also help support all S&A base funded departments. Support is given to Student Clubs regarding the rules and regulations that govern their activities with an emphasis on (but not limited to) travel and fiscal related transactions. The office is responsible for managing the REC Center and Scheduling Center fiscal transactions for revenue, billing and financial reports and provides support to students to ensure they are able to participate in activities relevant to them.

How does your request support current CWU students?

The SURC accounting office impacts all students that participate in clubs and ensure those funds are held in trust for the club. We offer creative solutions for fund raising and are currently in the process of exploring electronic payments for clubs.

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

The success of our program is shown by the support we provide to both students and S&A base funded departments. We help assist them in completing fiscal related transactions. This helps provide support in enhancing the student experience through their programs and activities that happen throughout the year. We do not currently have a metrics or assessment in place to collect data as it is concerned with fiscal related transactions but would be willing to work with the S&A Committee and others to help setup an assessment or work with improving our services or better enhance the CWU student experience.

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?

Yes

If yes, please explain organizational changes

Our office went from 3 Full-Time permanent staff to 2 due to funding reductions.

Current Annual Report*

Submit Base Funding Budget Form and Organizational Chart*

located: <https://www.cwu.edu/about/offices/services-activities/resources/index.php>

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Additional Documents (optional)*