

## Services & Activities Fee Annual Program Review

Program Name: SURC Accounting  
Program Manager: Lacy Lampkins  
Fiscal Year: FY2023

1. In what ways does your program support CWU students? Please be specific, yet concise.

Our office supports the accounting needs of our students that participate in clubs and organizations. A few common topics are, travel, purchasing, funding and CWU policies and procedures. We also act like a bank for all the fundraising needs for our students. This can look like deposits, cash withdrawals and other banking related activities for our students/customers.

Our support/program has remained the same for this funding cycle.

2. What are your specific program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

Our program goals are to offer business services to clubs and organizations. We also help facilitate S&A base funded departments in a similar manner. When it comes to assessing our effectiveness a large part of this comes from our State Auditors office that reviews and audits our work to ensure we are in compliance. This is done every year with an emphasis on our cash handling every two years. We have had positive auditor feedback each time.

In other effectiveness we do meet regularly with our stakeholders to request feedback or help streamline efficiencies when appropriate. One minor change we did this year is to stream line the signature sheets that are required as a club/org. They are now electronic and can be emailed which has saved time on our students/customers.

3. What is the overall purpose of your program and what service(s) does your program provide?
  - a. Are there overlaps or intersections with other university programs who have a similar purpose or service?

The overall purpose of our program is to ensure the financial needs are met for S&A base funded units and student clubs and organizations. There are currently no overlap departments that offer that service specifically to the groups we are assigned to. The other accounting office's work with other departments across the university.

4. How does your program align with the purpose of S&A funding? *“Supporting cocurricular and extracurricular activities and programs participated in by students in the furtherance of their education.”*

Our program is actually a service that is utilize by all S&A funded departments and all students that participate in the S&A funded programs like ICA, ESC, ASCWU and other student groups. We align our services to all S&A funded areas and offer support in finance and accounting practices.

5. How does your program support CWU's mission and goals? (<https://www.cwu.edu/mission/>)

Our mission and goals are in the process of being updated for the university so with that in mind we will use our previous mission & goals to align our program until we are able to finalized our new mission moving forward.

Our service supports the CWU mission by offering assistance to our customers to ensure "effective stewardship" of student funds. This would primarily be the S&A, SUB and REC fees that are collected from students. Our services support opportunities for students to be engaged in co-curricular and extra-curricular programs and activities that enhance the learning environment and creative expression, as well as, encourage and support diversity and inclusion

6. Please provide detailed information regarding who utilizes your program? (*Students, faculty, staff, community? Specific demographic information? Class standing, gender, ethnicity, transfer, campus location, etc.*)

Students are our primary users or customers of our service. We mostly assist the Ellensburg campus but are setup to help assist the Center students in regards to S&A funding and Club/Org activity. We do not currently collect demographic data. This would most closely align with departments that collect data for our active and involved student groups.

7. How many unique CWU students utilize your program or services?
- How do you gather these metrics?
  - If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

We do not currently gather that information as we look at transaction types instead of unique students.

The biggest thing preventing us from collecting that data would be because we don't currently have a software or collection tool to capture our daily traffic.

8. Are there any current vacant positions in your program?

Yes, we currently have two vacant positions. One is in the process of being rehired.

The two positions are our fiscal specialist 1 positions.

9. Given the budget reductions taking place and continuing for the remainder of the funding cycle, please tell us what specific impacts those reductions have had on your program compared to what was originally planned and including in your initial base funding request.

As mentioned in the previous question we have two vacant positions. One position we plan on filling and the other position we plan on waiting to fill until we have an increase in enrollment or a different budget outcome.

10. Are there any circumstances or challenges that are currently impacting your ability to use your base funding allocation this year?

No.

11. What growth or increases would you like to see in your program in the future?

At this point we don't see any major growth happening in the accounting area.