

SERVICE & ACTIVITY FEE ANNUAL REPORT

FISCAL YEAR 2024

Program Name: Community Garden

Program Manager: Kaitlyn Flesher

- 1. Please list any S&A funded position that have been vacant longer than one (1) month. If any vacancies exist, please explain how you utilized the funds and what your long-term plans are for the position.**

The Community Garden Coordinator position was vacant between November 2023-March 2024 while there was a lack of work at the garden and we were seeking a new student to fill the role. Funds were used to purchase seeds, compost & materials, and to pay the wages of the new garden coordinator once they started their job in March. Long term, the position will continue to be held by a student on a seasonal basis. Hours will be reduced during the winter months while the focus in the garden shifts from cultivating to planning for the next season. Funds not spent during the winter months will be allocated to pay student employee wages and purchase materials for the garden in the spring.

- 2. Please provide an overview of the student-centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.**

Below are a few examples of student-centered programming provided by the garden:

- The Community Garden celebrated its 10th anniversary in September 2023! The Garden hosted a potluck for students, community members, staff & faculty. The party provided an opportunity for gardeners to gather and share their stories from the season. Participants left with a stronger sense of community and a better understanding of the diverse community that shares the garden.
- Community Garden Work Parties and Potlucks provided opportunities for students to engage with members of the greater Ellensburg community. Each potluck was about half students and half community members, each with diverse backgrounds, gardening techniques, and foods to share. The continuation of these potlucks was spurred by the successful anniversary party in the fall of 2023.
- The Summer Adopt-a-Plot program was introduced towards the end of the 2024 fiscal year. In this program, community members who will be in Ellensburg for the summer “adopt” a student’s plot and care for their plants during the summer months. Students can still participate in the garden if they leave Ellensburg for the summer, whereas previously a big barrier to students joining the garden was not being able to care for their plot while away. Students ended up connecting with the community member who adopted their plot and building stronger connections with them; they were able to harvest fresh, organically grown produce at no cost when they returned to Ellensburg for the fall quarter, reducing the need

to worry about rising grocery costs. The introduction of this program also increased the retention rate of gardeners from spring to fall.

- **Education:**
 - Orientation is held for all gardeners at the beginning of the growing season. This 2 hour event provides students with an introduction to the garden and the opportunity to ask staff specific questions. Students are taught about different forms of gardening and are provided with resources to help them grow their knowledge.
 - Students are provided with posters and educational materials detailing the growing timeline for our region, square-foot gardening layouts, companion planting guides, and more. This is the first time information like this has been made widely available to gardeners and it was heavily utilized by new gardeners.
 - The Community Garden supported Wildcat Farm's Earth Day event where students were given the opportunity to learn how to grow their own herbs/veggies in their dorms or apartments. The Garden provided pots made from recycled cardboard and the Community Garden Coordinator was on hand to help teach students about indoor food production. More than 100 students attended the pop-up event and took home a plant.

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

No funds were transferred from one service and activities fund to another.

4. Please provide an explanation for any positive or negative fund balances at year end.

Remaining positive fund balances at year end were the result of an invoice for a larger purchase being charged after the end of the fiscal year. A large order of compost ordered in early June was not billed until late July. Had the invoice been billed and paid prior to the end of the fiscal year, there would have been zero remaining funds.

**Service & Activities Base Funding
Financial Overview
For the month ended September 30, 2024
Department: CWU Food/Farm
Student Activities
Community Garden-Comp
As of 10/22/24**

	FY22 Actuals	FY23 Actuals	FY24 Actuals
Revenues			
CWU-Allocation (Revenue)	11,657	11,043	11,043
Total Revenues	11,657	11,043	11,043
Transfers			
CWU-Transfer (Intra-Fund Out)	0	(14,608)	(2,339)
Total Transfers	0	(14,608)	(2,339)
Expenses			
CWU-Student/Temporary/Overtime	6,549	4,756	5,016
Total Salaries	6,549	4,756	5,016
CWU-Benefits	342	222	241
Total Salaries & Benefits	6,891	4,979	5,257
CWU-Goods & Services	0	0	0
CWU-Goods	997	468	0
CWU-Supplies	1,310	1,793	20
CWU-Repairs/Maintenance	53	310	266
CWU-Program	3,136	9,059	3,096
CWU-Travel	0	95	65
CWU-Equipment/Software (Non-Capita	0	3,000	0
Bad Debt	0	0	0
Total Goods & Services	5,496	14,726	3,447
Total Expenses	12,387	19,704	8,704
Net Resources	(730)	(23,270)	0
Projected Beginning Fund Balance	24,000	23,270	0
Projected Ending Fund Balance	23,270	0	0