

# SERVICE & ACTIVITY FEE ANNUAL REPORT

## FISCAL YEAR 2024

**Program Name: Observer**

**Program Manager: Gretchen Lohse**

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.

**N/A**

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.

**The Observer is a high-impact practice offer that allows all 8,000+ CWU students to practice the written and oral communication skills that the General Education Program aims to teach, learn leadership skills, enjoy their First Amendment rights, and build a professional portfolio for job hunting purposes. Student media are also a requirement for students pursuing the Media and Journalism BA. Nine students in winter quarter traveled to the ACP Spring Conference in San Diego, CA, where they won multiple awards and networked with professionals in their field.**

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

**The Observer received an equal portion of CNW allocation split with PULSE. This was approved by the committee.**

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

**The Observer ended FY24 with a fund balance of \$0. We were able to achieve this in large part because of supplemental fund requests to help cover minimum wage increases and printing costs.**

**Service & Activities Base Funding  
Financial Overview  
For the month ended September 30, 2024  
Department: Observer  
Student Activities  
No Component  
As of 10/22/24**

	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY24 Actuals</b>
<b>Revenues</b>			
CWU-Sales and Services	9,784	5,588	10,701
CWU-Allocation (Revenue)	53,556	50,738	59,114
<b>Total Revenues</b>	<b>63,340</b>	<b>56,325</b>	<b>69,815</b>
<b>Transfers</b>			
CWU-Transfer (Intra-Fund Out)	0	(33,166)	(4,315)
<b>Total Transfers</b>	<b>0</b>	<b>(33,166)</b>	<b>(4,315)</b>
<b>Expenses</b>			
CWU-Salary and Wage (Staff)	(541)	0	0
CWU-Student/Temporary/Overtime	36,359	37,766	33,975
<b>Total Salaries</b>	<b>35,818</b>	<b>37,766</b>	<b>33,975</b>
CWU-Benefits	1,234	756	652
<b>Total Salaries &amp; Benefits</b>	<b>37,052</b>	<b>38,523</b>	<b>34,627</b>
CWU-Goods	17,632	19,874	28,365
CWU-Supplies	1,265	0	173
CWU-Utilities	312	312	312
CWU-Rentals/Leases	0	0	0
CWU-Repairs/Maintenance	60	30	60
CWU-Program	1,832	2,360	1,108
CWU-Travel	0	7,515	856
Bad Debt	0	0	0
<b>Total Goods &amp; Services</b>	<b>21,101</b>	<b>30,091</b>	<b>30,873</b>
<b>Total Expenses</b>	<b>58,153</b>	<b>68,614</b>	<b>65,500</b>
<b>Net Resources</b>	<b>5,187</b>	<b>(45,455)</b>	<b>0</b>
Projected Beginning Fund Balance	40,268	45,455	0
Projected Ending Fund Balance	45,455	0	0