

SERVICE & ACTIVITY FEE ANNUAL REPORT

FISCAL YEAR 2024

Program Name: Student Funds Financial Manager

Program Manager: Erin Sargent

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 Student Funds Financial Manager was created in 1994. The University administrators and the Board of Trustees had the need for high-level financial management dedicated solely to student funds. This position has the responsibility to provide timely and accurate fiscal information relative to the Services and Activities 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 primary budget advisor to the Services and Activities Fee Committee, the Student Funds Manager assists committee members, the Dean of Student Success, other administrators, and program managers in matters of budget development, financial forecasting, and the application of university budget policies, financial reporting and the appropriate use of funds. In addition this position is also the manager of the SURC Accounting Office which provides the budget and accounting services to Student Clubs and Organizations and all S&A Funded Departments

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

Fund transfer of \$3,265 was for unused S&A Fee Committee support costs.

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

Ending balance was 0.

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

	FY22 Actuals	FY23 Actuals	FY24 Actuals
Revenues			
CWU-Allocation (Revenue)	114,386	120,406	120,406
Total Revenues	114,386	120,406	120,406
Transfers			
CWU-Transfer (Intra-Fund In)	3,690	0	0
CWU-Transfer (Intra-Fund Out)	0	(44,406)	(3,265)
Total Transfers	3,690	(44,406)	(3,265)
Expenses			
CWU-Salary and Wage (Staff)	88,256	56,384	86,182
Total Salaries	88,256	56,384	86,182
CWU-Benefits	24,352	21,393	28,095
Total Salaries & Benefits	112,608	77,777	114,277
CWU-Goods	0	0	0
CWU-Supplies	0	0	0
CWU-Program	0	0	75
CWU-Equipment/Software (Non-Capita)	0	0	2,788
Bad Debt	0	0	0
Total Goods & Services	0	0	2,863
Total Expenses	112,608	77,777	117,141
Net Resources	5,467	(1,777)	0
Projected Beginning Fund Balance	-3,690	1,777	0
Projected Ending Fund Balance	1,777	0	0