

## SERVICE & ACTIVITY FEE ANNUAL REPORT

**Administrative Support Costs: \$379,959**

*The Committee agreed to fund the presented Administrative Support Costs with the 5% increase from the previous funding cycle.*

**Fiscal Year:** \_\_\_\_\_  
**Program Name:** Administrative Support Costs  
**Program Manager:** \_\_\_\_\_

**Please list any S&A funded positions that have been vacant longer than six (6) months. If any vacancies exist, please explain how you utilized the funds and what your long term plans are for the position.**

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

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

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

The Administrative Fee is a negotiated amount between the S&A committee and the Administration.

The administrative fee is an internal CWU fee that allocates shared administrative support costs accumulated in the state general fund to self-support units benefiting from these services. Administrative support costs are allocated using a methodology that approximates the units' proportional benefit. This proposal is for stable funding over the four year period using reimbursement rates for services calculated at the 2016 fiscal year service level. Stable funding and the ability to plan and budget is in the best interest of both the S&A Committee and the university. Therefore, the proposal is for the amount shown below even though the costs of providing the direct services are likely to increase during the time period. As such it is not anticipated that the direct services will be re-calculated each year and adjusted up, or down. The services provided are listed below. The calculation methods used to approximate the costs of providing the services are in the attachment. The support documents for developing the calculated percentages are available upon request. See CWU Policy: CWUP 2-10-090 Internal Administrative Fee.

The services provided are listed below as the title of the department and a brief description of the services.

Accounts Payable & Travel	The Accounts Payable and Travel Department process all vouchers/invoices and disburse payment for purchases of materials, supplies and services including employee and non-employee travel.
Human Resources (HR)	The Human Resources Department processes all student PAF's, employment, benefit, and insurance related services.
Information Technology (IT) Applications & Project Management- Subcategory Applications	IT Applications provides technical support for all enterprise-wide applications. The primary applications consist of PeopleSoft, Oracle databases and all ancillary applications.
Information Technology (IT) Applications & Project Management- Subcategory Enterprise Information Systems (EIS)	Category costs include: software maintenance for the University's PeopleSoft and Oracle systems, and other ancillary applications. Additionally, staff support for software upgrades, and technical training for all employees on the applications is provided.
Payroll	The Payroll Department processes all university employee paychecks, maintains withholding and leave records, and prepares annual 1099's and W-2's.

Purchasing, Business  
Services & Contracts

The Purchasing, Business Services and Contracts Office administers all purchase orders and contracts to ensure compliance with all established policies, federal, and state regulations, as well as administers all Public Information Requests.

Student Financial Services

Student Financial Services receives, collates and mails accounts payable disbursements for student and department accounts which includes S&A club activity.

Total Funding

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	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>BEGINNING BALANCE</b>	-	-	-	-
<b>RESOURCES</b>				
S&A Allocation	379,959	379,959	379,959	379,959
Self-Support Funds	-	-	-	-
Other Funds Received	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>379,959</b>	<b>379,959</b>	<b>379,959</b>	<b>379,959</b>
<b>EXPENSES</b>				
Student Payroll				
Non Student Payroll				
Benefits				
Goods & Services	379,959	379,959	379,959	379,959
<b>TOTAL EXPENSES</b>	<b>379,959</b>	<b>379,959</b>	<b>379,959</b>	<b>379,959</b>
<b>TRANSFERS</b>				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	-	-	-	-