

Mandatory Fee Request Form
Fiscal Year 2017

Institution Name: Georgia Institute of Technology
Preparer/Contact Information:

Section I

Name of Fee: Health Fee -
Type of Fee: Health/Wellness PPV Fee? No
New fee or existing fee? Existing
Fund Code: 12240 Revenue Account Code(s): 406100, 406104, 406105, 406106, 406107, 406108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 160	\$ 6	\$ 166	4%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 8,908,262	48,112	\$ 269,438	\$ 7,456,657

What is the purpose/use of this fee? Has the purpose of the fee changes since last fiscal year? (You should be as detailed as possible. Attach additional documentation as necessary)

Stamps Health Services at Georgia Tech provides medical services, covered by the Health Fee, for primary care, psychiatry, women's health, health promotion and education, laboratory, radiology, and pharmacy services to students and covered spouses. Most medical services are covered by the health fee, other services are offered at a reduced cost. Stamps Health Services is responsible for all of its operating costs. Georgia Tech invoices Stamps Health Services for overhead direct costs, which are also covered by the student health fee. The purpose of this fee has not changed.

How will the incremental revenue be used? (You should be as detailed as possible. Attach additional documentation as necessary)

The incremental revenue will be used to fund the addition of three (3) new psychiatric case managers, the full salary of the campus nutritionist which we currently split funding with Dining Services, the full salary of our marketing/communications officer that we split funding with BuzzCard Services. We will also fund anticipated merit increases for our staff in FY17 and we are requesting funding for an additional psychiatrist hired in FY15. This new psychiatrist was not budgeted in the previous fiscal year but was added as a result of the campus mental health initiative and we are requesting funding to cover the associated expenses of this position (cost increase narrative attached).

Section II

Financial Data: Please complete the Financial Data Sheets and the Detail of Revenue Sheets for this Fee. The financial data must be completed even if no fee increase is being requested. (Total Revenues and Total Expenditures will update automatically when Financial Data sheet is completed)

As of June 30, 2015	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 8,979,414.00	\$ 8,577,377.00	96%

Provide explanation if % of revenue expended is less than 80% OR greater than 100%

Available Fund Balance Information as of June 30, 2015

\$ 3,933,373.00	Fund Balance per General Ledger
\$ 73,235.00	Encumbered funds as of June 30, 2015
\$ 453,517.00	Reserved for Renewals and Replacements as of June 30, 2015
\$ 3,406,621.00	Available Fund Balance as of June 30, 2015

Provide explanations for planned uses of available Fund Balance:

The addition of a satellite clinic, IT upgrades and replacements, xray and pharmacy equipment replacements, and clinic equipment replacement totaling \$2.2M between FY16 and FY24. This total includes plans for construction of a satellite clinic in FY17 for \$320K.

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Fiscal Year 2017

Institution Name: Georgia Institute of Technology

Section III

Questions and Answers:

(1) Is this fee required for all students regardless of the number of credit hours taken, method of delivery (i.e. distance learning), military status, etc.? If no, list the exceptions and explain. Yes

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? If no, explain. Yes

(2a) Please provide the following details on exemptions/waivers:

	FY 2014	FY 2015	FY 2016	Projected FY 2017
# of Exemptions/Waivers	-	-	-	-
Amount				

(3) Is this fee being used to cover employee travel? If yes, please explain. Yes
 All Health Services expenses are covered by revenue. The fee is used to cover dues, registrations, travel and professional development for all staff.

4) What positions, if any, are being funded through this fee? Please list the positions.
 All Health Services and Health Promotion positions are funded by the Health Fee.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? Yes
 If yes, please explain.
 The Health fee has remained unchanged over the last four (4) fiscal years in response to requests from the Board of Regents. Future fee increase requests are anticipated to cover increased operational costs and expansion of services.

(6) Does this fee support any type of debt service? If yes, please explain in detail. No

(7) Other than the student fee committee, what percentage of the student body was made aware of the fee? How was the student body at large informed and/or engaged in the process (i.e. town hall meetings, online surveys, etc). Please explain and/or attach appropriate documentation. Were these actions taken before or after the student committee vote?

Health Services provides financial and operational information to the Student Health Advisory Committee (SHAC) in support of a fee request. When the fee request is approved by the SHAC, budget planning continues in preparation for the first MSFAC meeting. The Health fee request is also posted at www.health.gatech.edu in November.

(8) Please **list and submit** all reports/documents that were provided to the student fee committee prior to the committee vote (i.e. detailed budget reports, prior year revenue, expenditures and reserves, presentations, etc.) **along with meeting minutes.**

The MSFAC receives documentation of what the health fee covers, budget spreadsheets, and narrative explanations along with any additional documentation.

(9) Only fill out this section if an increase is being requested.

In his letter regarding student fees, dated 9/2/15, the Chancellor stated that fee increase requests will only be considered if:

(1) the fee supports a PPV at risk of falling into deficit, or

(2) represents a prior commitment to a multi-year fee plan.

Which of these scenarios is applicable for this increase? Why is a fee increase critical to the success of the activities described in this template? What would be the effects of the fee remaining flat?

The narrative should reference the auxiliary 5-year business plans whenever possible for justification.

The current Business Plan indicates Health Services will use its reserve funds to cover deficits in operational expenses. The use of reserve funds as a short term strategy is feasible but because deficits are projected for each of the next 5 fiscal years. Health Services must develop a long term plan to increase revenue. Since our major source of revenue is the Health Fee, increases to the fee are needed to sustain high levels of service, acquire leading technologies and advance programming, all of which include increases in operating expenses. With the founding of the Center of Community Health and Well Being, Health Services will play an intricate role in the development and cultivation of this new center. To live up to our commitment of excellence and ensure students received the best health care, an increase in fee is needed to maintain operational effectiveness.

FY 2017 Mandatory Fee Request Instructions

Template #1 - Mandatory Fee Request Form

Section I

1. Each Mandatory Fee will require a separate Mandatory Fee Request Form. **(This form is required even if no increase is requested.)**
2. A list of common "fee types" is included on the Mandatory Fee Request Form. Please select "Other" for any mandatory fee type that is not included on this list (e.g.
3. Please select "yes" or "no" to indicate if the fee is to support a Public Private Venture (PPV).
4. Please select "new" or "existing" for fee.
5. Include the fund code and account code(s) used to track the revenue generate from the fee.
6. The current revenue should equal the most current budgeted revenues for FY2015. This amount should match Lettered Column C on the Financial Data (FD) sheet.
7. The Projected Fee Instances should match column K of the Detail of Revenue (DOR) sheet.
8. State the purpose and use of the fee. **Provide a detailed narrative to justify a new fee or a fee increase.**

Section II

9. Fill in the Reserves and Fund Balances amount for each the mandatory fees.
10. Provide explanation if % of revenue expended is less than 80%
11. Provide a narrative that explains the purpose of reserve and planned uses.

Section III

12. Please select "yes" or "no" to the questions. Provide explanations to responses, as appropriate.

Template #2 - Financial Data Form

1. The Financial Data Sheet provides a trend of revenues and expenditures for the mandatory fees. **(This form is required even if no increase is requested.)**
2. Each Mandatory Fee will need a separate Financial Data Sheet.
3. List out Other Non-Fee Revenue individually.

Template #3 - Detail of Revenue Projections

1. The Detail of Revenue Projections sheet provides an estimate on the number of students paying the particular Mandatory Fee. **(This form is required even if no increase is requested.)**
2. Each Mandatory Fee will need a separate Detail of Revenue Projection Sheet.
3. The revamped Move On When Ready (MOWR) program provides \$50 per MOWR student per semester. Institutions may choose which fee/fund to record the MOWR revenue. For example institution A may include revenue in fund 12280 (Athletics) and institution B may include revenue in fund 13000 (Student Activities). Use the dual enrollment category to report as appropriate.

Completed forms are due to the System Office on December 18, 2015. The forms should be sent to the Budget Office at budget.office@usg.edu with a copy to your assigned budget analyst.

**Mandatory Fee
Fiscal Year 2017**

**Financial Data
Health**

(Insert Fee Name)

Institution: Georgia Institute of Technology

new from Tamara 01/29/16

	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection
	FY 2014	FY 2015	FY 2016	FY 2017	Revenue Generated by Rate Increase	FY 2017
	Actual	Actual	Current Projections	Planned Budget w/o Fee Increase		Proposed Budget w/ Fee Increase
Revenue						
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$6,895,637	\$6,951,845	\$6,980,129	\$7,187,219	\$269,438	\$7,456,657
<i>Non-Mandatory Student Fees</i>						
Clinic & Pharmacy	\$1,791,596	\$1,911,836	\$1,827,428	\$2,047,727		2,047,727
Psychiatry Clinic	\$40,547	\$56,333	\$41,358	\$57,460		\$7,460
Dental Space Lease	\$42,224	\$42,468	\$42,468	\$43,317		43,317
Interest Income	\$15,924	\$16,932	\$16,879	\$17,271		17,271
Total Revenue	\$8,785,928	\$8,979,414	\$8,908,262	\$9,352,994	\$ 269,438	\$9,622,432
Expenditures						
<i>Personal Services</i>						
Salaries - Faculty/Staff	\$5,390,207	\$5,941,246	\$6,724,304	\$6,447,741	\$285,664	\$6,733,404
Salaries - Students						0
Fringe Benefits						0
Plant Allocations						0
<i>Travel</i>						
Travel - Employee	\$30,178	\$24,445	\$33,558	\$34,229		\$34,229
Travel - Non-Employee						0
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials	\$1,102,972	\$1,176,996	\$1,333,234	\$1,342,633		\$1,342,633
Repairs and Maintenance	\$64,389	\$103,165	\$20,000	\$105,228		\$105,228
Utilities	\$104,601	\$115,519		\$129,786		\$129,786
Rental Payments (Non-Real Estate)	\$8,641	\$14,625	\$16,000	\$15,000		\$15,000
Insurance	\$5,950	5976		\$6,000		\$6,000
Software	\$8,418	\$281	\$3,000			\$0
Equipment (Small Value)	\$12,548	\$11,790		\$81,151		\$81,151
Real Estate/Authority Lease Rental						0
Per Diems & Fees	\$286,768	\$303,249	\$272,000	\$399,804		\$399,804
Contracted Services	\$108,610	\$91,951	\$45,000	\$50,000		\$50,000
Telecommunications	\$50,695	\$49,189	\$51,709	\$52,743		\$52,743
OIT Printing & Copying	\$10,333	4806	4500	\$4,500		4500
Other Operating Expenses	\$107,446	\$145,424	\$953,062	\$703,651		\$703,651
Transfers	\$606,254	\$591,999				0
<i>Equipment/Capital Outlay</i>						
Lease/Purchase - Principal						0
Lease/Purchase - Interest						0
R&R Reserve Contribution						0
Motor Vehicle Purchase						0
Equipment Purchase	\$38,751	-\$3,284				0
Building and Facilities Renovation & Improvement						0
Total Expenditures	\$ 7,936,761	\$ 8,577,377	\$ 9,456,367	\$ 9,372,466	\$ 285,664	\$ 9,658,129
Encumbrances	\$ 78,610	\$ 73,235				
Depreciation	\$ 190,406	\$ 263,658	\$ 201,628	\$ 299,152		\$ 299,152
Surplus (Deficit)	\$ 580,151	\$ 65,144	\$ (548,105)	\$ (318,624)		\$ (334,849)
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ -		\$ -
% of Revenue Expended	90.33%	95.52%	106.15%	100.21%	106.02%	100.37%

NOTES:

- (A, B) The actual data for FY 2014 and FY2015 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (C) FY 2016 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (D) FY 2017 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (E) Rate increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (F) FY 2017 Proposed Budget will be the sum of FY 2017 Projected Budget w/o Fee Increase plus Rate Increase.

Calculated using participation number from M. Cox given 11/6/2015

Mandatory Fee

Fiscal Year 2017

Financial Data

Detail of Revenue Projection

Health Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A		B		C		D = A x C		E		F = C x E	
	FY 2014 Actual Rate	FY 2015 Actual Rate	FY 2016 Current Rate	FY 2016 Number of Participants	FY 2017 Number of Participants	Projected FY 2017 Revenue with Current Rate		FY 2017 Proposed Rate	Projected FY 2017 Revenue with Proposed Rate			
Fall Semester												
Dual Enrolled												
0-4 credit hours	160	160	160	57	58	\$ 9,280	\$ 166	\$ 9,628				
5-8 credit hours	160	160	160	885	894	\$ 143,040	\$ 166	\$ 148,404				
9-12 credit hours	160	160	160	4,609	4,655	\$ 744,800	\$ 166	\$ 772,730				
Full-time	160	160	160	14,836	14,984	\$ 2,397,440	\$ 166	\$ 2,487,344				
Language Institute	80	80	80	900	900	\$ 72,000	\$ 83	\$ 74,700				
Fall Semester Total				21,287	21,491	3,366,560		3,492,806				
Spring Semester												
Dual Enrolled												
0-4 credit hours	160	160	160	61	62	\$ 9,920	\$ 166	\$ 10,292				
5-8 credit hours	160	160	160	845	853	\$ 136,480	\$ 166	\$ 141,598				
9-12 credit hours	160	160	160	3,795	3,833	\$ 613,280	\$ 166	\$ 636,278				
Full-time	160	160	160	14,016	14,156	\$ 2,264,960	\$ 166	\$ 2,349,896				
Language Institute	80	80	80	850	850	\$ 68,000	\$ 83	\$ 70,550				
Spring Semester Total				19,567	19,754	3,092,640		3,208,614				
Summer Semester												
Dual Enrolled												
0-4 credit hours	107	107	107	137	138	\$ 14,766	\$ 111	\$ 15,318				
5-8 credit hours	107	107	107	2,467	2,492	\$ 266,644	\$ 111	\$ 276,612				
9-12 credit hours	107	107	107	1,601	1,617	\$ 173,019	\$ 111	\$ 179,487				
Full-time	107	107	107	2,347	2,370	\$ 253,590	\$ 111	\$ 263,070				
Language Institute	80	80	80	250	250	\$ 20,000	\$ 83	\$ 20,750				
Summer Semester Total				6,552	6,867	728,019		755,237				
Fiscal Year Total				47,406	48,112	7,187,219		7,456,657				

NOTES:

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).

Calculated using participation numbers from M. Cox given 11/6/15

Mandatory Fee

Fiscal Year 2017

Financial Data

Detail of Revenue Projection

Health Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A			B		C		D = A x C		E		F = C x E	
	FY 2014 Actual Rate	FY 2015 Actual Rate	FY 2016 Current Rate	FY 2016 Number of Participants		FY 2017 Number of Participants		Projected FY 2017 Revenue with Current Rate		FY 2017 Proposed Rate		Projected FY 2017 Revenue with Proposed Rate	
Fall Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours	160	160	160	57	58			\$ 9,280					\$ -
5-8 credit hours	160	160	160	885	894			\$ 143,040					\$ -
9-12 credit hours	160	160	160	4,609	4,655			\$ 744,800					\$ -
Full-time	160	160	160	14,836	14,984			\$ 2,397,440					\$ -
Fall Semester Total	160	160	160	20,387	20,591			3,294,560					-
Spring Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours	160	160	160	61	62			\$ 9,920					\$ -
5-8 credit hours	160	160	160	845	853			\$ 136,480					\$ -
9-12 credit hours	160	160	160	3,795	3,833			\$ 613,280					\$ -
Full-time	160	160	160	14,016	14,156			\$ 2,264,960					\$ -
Spring Semester Total	160	160	160	18,717	18,904			3,024,640					-
Summer Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours	107	107	107	137	138			\$ 14,766					\$ -
5-8 credit hours	107	107	107	2,467	2,492			\$ 266,644					\$ -
9-12 credit hours	107	107	107	1,601	1,617			\$ 173,019					\$ -
Full-time	107	107	107	2,347	2,370			\$ 253,590					\$ -
Summer Semester Total	107	107	107	6,552	6,617			708,019					-
Fiscal Year Total				45,656			46,112	7,027,219					-

NOTES:

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).