

## FY 2015 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 FY2014. 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.

Completed forms are due to the System Office on December 13, 2013. The forms should be sent to the Budget Office at [budget.office@usg.edu](mailto:budget.office@usg.edu) with a copy to your assigned budget analyst.

# Mandatory Fee Request Form

Fiscal Year 2015 Budget

<b>Institution Name:</b> Georgia Institute of Technology			
<b>Section I</b>			
<b>Name of Fee:</b> Health Fee - Spring/Fall			
<b>Type of Fee:</b> Health/Wellness		<b>PPV Fee?</b>	No
<b>New fee or existing fee?</b> Existing			
<b>Fund Code:</b> 12240		<b>Account Code(s):</b> 406100, 406104, 406105, 406106, 406107, 406108	
<b>Current Fee Amount</b>		<b>Incremental Increase Request</b>	
(Fall/Spring) \$	160	\$	-
(Summer) \$	107	\$	-
<b>Requested Fee Amount</b>		<b>Requested % Increase</b>	
		\$	160
		\$	107
<b>Current Budgeted Revenue</b>		<b>Projected Fee Instances</b>	
\$	6,826,740	\$	44,854
		<b>Projected Incremental Revenue Increase at Requested Level</b>	
		\$	-
		<b>Total Projected Revenue at Requested Level</b>	
		\$	6,784,962
<b>What is the purpose/use of this fee? (Attach additional documentation as necessary)</b>			
Please see attached narrative.			
<b>How will the incremental revenue be used? (Attach additional documentation as necessary)</b>			
Please see attached narrative.			
<b>Section II</b>			
<b>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</b>			
<b>As of June 30, 2013</b>		<b>Total Revenues</b>	
		\$	7,977,269
		<b>Total Expenditures</b>	
		\$	7,014,811
		<b>% of Revenue Expended</b>	
		89%	
<b>Provide explanation if % of revenue expended is less than 80%</b>			
<b>Available Fund Balance Information as of June 30, 2013</b>			
\$	4,106,505	Fund Balance per General Ledger	
\$	240,095	Encumbered funds as of June 30, 2013	
\$	621,278	Reserved for Renewals and Replacements as of June 30, 2013	
\$	3,245,132	Available Fund Balance as of June 30, 2013	
<b>Provide explanations for planned uses of available Fund Balance:</b>			
Renovations to allergy & immunization space, server replacements, xray and pharmacy equipment replacement, and clinic equipment replacement totaling \$1.09M between FY14 and FY22.			
<b>Section III</b>			
<b>Questions and Answers:</b>			
(1) Is this fee required for all students regardless of the number of credit hours taken? If no, please explain. Per Ga Tech fee policy, required for students taking 4 or more credit hours.			No
(2) What positions, if any, are being funded through this fee? Please list the positions. All Health Services positions are funded by the Health fee.			
(3) Is this fee being used to cover employee travel? If yes, please explain. All Health Services expenses are covered by revenue. The fee is used to cover dues, registrations, travel, and professional development for all staff			Yes
(4) Are significant changes to the fee amount anticipated within the next three (3) years? If yes, please list.			No
(5) Does this fee support any type of debt service? If yes, please explain in detail.			No
6. 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.			
(7) Please list 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.)?  The MSFAC receives documentation of what the health fee covers, budget spreadsheets, and narrative explanations along with any additional documentation.			



**Fiscal Year 2015**

**Financial Data**

Detail of Revenue Projection

Health Services

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	FY 2012 Actual Rate	FY 2013 Actual Rate	A	B	C	D = A x C	E	F = C x E
			FY 2014 Current Rate	FY 2014 Number of Participants	FY 2015 Number of Participants	Projected FY 2015 Revenue with Current Rate	FY 2015 Proposed Rate	Projected FY 2015 Revenue with Proposed Rate
Fall/Spring FY2014				Fall/Spr	Fall/Spr			
0 - 4 credit hours	154	154	160	140	145	\$23,200	160	\$23,200
5 - 8 credit hours	154	154	160	1,717	1,695	\$271,200	160	\$271,200
9 - 12 credit hours	154	154	160	7,158	7,250	\$1,160,000	160	\$1,160,000
Full-time	154	154	160	28,852	28,598	\$4,575,680	160	\$4,575,680
Language Institute	76	76	80	440	440	\$35,200	80	\$35,200
<b>Total</b>				<b>37,867</b>	<b>38,128</b>	<b>\$6,065,280</b>		<b>\$6,065,280</b>
Summer FY2014								
0 - 4 credit hours	103	103	107	155	105	\$11,235	107	\$11,235
5 - 8 credit hours	103	103	107	2,503	2,409	\$257,763	107	\$257,763
9 - 12 credit hours	103	103	107	1,720	1,712	\$183,184	107	\$183,184
Full-time	103	103	107	2,538	2,500	\$267,500	107	\$267,500
<b>Total</b>				<b>6,916</b>	<b>6,726</b>	<b>\$719,682</b>		<b>\$719,682</b>
<b>TOTAL</b>					<b>44,854</b>	<b>\$6,784,962</b>		<b>\$6,784,962</b>

**NOTES:**

- (1) Under different Auxiliary Units there may be several fee types. If your institution has various fees under any one unit list out each fee individually with the applicable description.
- (2) If you have a different fee level for different types of participants, please list each category separate (i.e. if you charge a lesser fee for students in less than full time credit hour categories).

**Georgia Institute of Technology**  
**Analysis Budget vs Actual for Mandatory Fees**

Name of Fee: Health Fee

	FY 2014	FY 2014			Explanation of Variances
	Current	Projection	Three Months	variances	Budget vs Actuals
	Budget		Actual	Actual	FY2014
					July 1, 2013 -Present
<b>Revenue</b>					
<b>Fee Revenue</b>					
Fee Revenue - Fall & Spring	\$6,055,318	\$6,169,693	\$3,148,714	\$114,375	Reflects anticipate revenue for remainder of fiscal year
Fee Revenue - Summer	\$634,887	\$646,879	\$282,050	\$11,992	Reflects anticipate revenue for remainder of fiscal year
Fee Revenue - Language Institute	\$136,535	\$139,114	\$68,846	\$2,579	Reflects anticipate revenue for remainder of fiscal year
Planned Reserve Amount to be Used (NEW)	\$274,048				
Non-Fee Revenue <i>(list Individually)</i>					
Clinic & Pharmacy	\$900,749	\$1,137,041	\$360,915	\$236,292	Reflects anticipated revenues from increased pharmacy volume
Dental Space Lease	\$42,468	\$42,468	\$10,617	\$0	
Interest Income	\$31,334	\$14,095	\$23	-\$17,239	Interest income based on cash balance
Misc	\$105,985	\$139,583	\$878	\$33,598	Reflects increase revenues from insurance reimbursements.
<b>Total Revenue</b>	<b>\$8,181,324</b>	<b>\$8,288,873</b>	<b>\$3,872,042</b>	<b>-\$107,549</b>	
<b>Expenditures</b>					
Personal Services (Including Fringes)	\$5,718,175	\$5,184,582	\$1,274,187	-\$533,593	Due to currently unfilled positions
Travel	\$31,400	\$31,400	\$5,825	\$0	
Supplies and Materials	\$267,505	\$306,103	\$84,904	\$38,598	Reflects increased laboratory and pharmacy volumes
Repairs and Maintenance	\$85,885	\$85,885	\$2,053	\$0	
Telecommunications	\$52,740	\$52,740	\$2,608	\$0	
Contracted Services	\$325,824	\$325,824	\$236,413	\$0	
Lease Payments (Debt Service)	\$0	\$0	\$0	\$0	
Software	\$0	\$0	\$0	\$0	
Equipment Non-capitalized	\$54,800	\$54,800	\$0	\$0	
Equipment Capitalized	\$0	\$0	\$0	\$0	
Scholarships	\$0	\$0	\$0	\$0	
Auxiliary Services Administration	\$427,915	\$427,915	\$111,943	\$0	
Plant Allocation	\$0	\$0	\$0	\$0	
Other Expenses, <i>please list if significant.</i>					
Pharmacy Supplies	\$500,000	\$635,951	\$460,586	\$135,951	Due to increase pharmacy volumes and increase OTC sales
Institute Overhead	\$156,729	\$156,729	\$0	\$0	
Operation & Maintenance of Facilities	\$184,934	\$184,934	\$21,595	\$0	
Utilities	\$131,980	\$107,600	\$28,718	-\$24,380	Reflects projected decrease is utilities
Depreciation	\$224,417	\$168,904	\$42,225	-\$55,513	Several pieces of radiology equipment were retired in FY13 & FY14
Other Expenses, <i>please list if significant.</i>			\$21,982		
<b>Total Expenditures</b>	<b>\$8,162,304</b>	<b>\$7,723,367</b>	<b>\$2,293,039</b>	<b>-\$438,937</b>	