

## 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

Institution Name: Georgia Institute of Technology

### Section I

Name of Fee: Transportation Fee

Type of Fee: Transportation PPV Fee? No

New fee or existing fee? Existing

Fund Code: 12250 Account Code(s): 404103

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 81	\$ -	\$ 81	0.0%
(Summer) \$ 54	\$ -	\$ 54	0.0%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 3,555,063	46,175	\$ -	\$ 3,542,238

**What is the purpose/use of this fee? (Attach additional documentation as necessary)**

The FY14 fee was used to maintain the current level of service to include the new Midnight Rambler Trolley, and extended hours for the Midnight Rambler to include Friday and Saturday service. The fee for FY15 will be used to maintain the current level of service. See attached narrative.

**How will the incremental revenue be used? (Attach additional documentation as necessary)**

To maintain current level of service as per the attached narrative.

### 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.

As of June 30, 2013	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 4,467,393	\$ 3,955,473	94%

Provide explanation if % of revenue expended is less than 80%

**Available Fund Balance Information as of June 30, 2013**

\$ 1,326,250	Fund Balance per General Ledger
\$ 211,406	Encumbered funds as of June 30, 2013
\$ 305,454	Reserved for Renewals and Replacements as of June 30, 2013
\$ 809,390	Available Fund Balance as of June 30, 2013

**Provide explanations for planned uses of available Fund Balance:**

The available Fund Balance will be used for 1) the purchase of vehicles \$296,000 over 10 years; 2) bus shelters \$800,000 over 10 years; 3) GPS hardware replacement \$100,000 within the next year; 4) an APC - Passenger Count System \$50,000; and 5) LED transit signage \$36,000 over the next 4 years. These projects represent Transportation's 10 year capital plan.

### Section III

**Questions and Answers:**

- (1) Is this fee required for all students regardless of the number of credit hours taken? Yes  
If no, please explain.
- (2) What positions, if any, are being funded through this fee? Please list the positions.  
Associate Director of Transportation, Operations Manager, Campus Transportation Planner, Operations Dispatcher, Night-shift Admin. Supervisor, and 10 Drivers
- (3) Is this fee being used to cover employee travel? Yes  
If yes, please explain. Continuing education for Assoc. Director and Managers
- (4) Are significant changes to the fee amount anticipated within the next three (3) years? No  
If yes, please list.
- (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

The proposed Student Fees were presented at our most recent PTAC meeting (which typically includes representatives from each of the organizations listed); however during the November meeting only the representatives from Undergraduate and Graduate SGA were present. All other representatives are sent minutes of the meeting, which includes the proposed fees for the upcoming budget. These members are charged to disseminate the information to their respective groups. The budget will also be posted on the Student Government website and on the GA Tech Budget Office website.

(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,

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

## Mandatory Fee

Fiscal Year 2015

## Financial Data

Transportation Services

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	B1	C	D	E	F
						= (F - D)	
			FY 2014		FY 2015	Revenue	FY 2015
			Budget	FY 2014	Projected	Generated by	Proposed
	FY 2012	FY 2013	Proposed to	Current	Budget	Rate	Budget
	Actual	Actual	Fee Comm.	Budget	w/o Fee Increase	Increase	w/ Fee Increase
<b>Revenue</b>							
<b>Fee Revenue Fall/Spring</b>	\$2,846,945	\$3,145,912		\$3,154,221	\$3,146,364		\$3,146,364
<b>Fee Revenue Summer</b>	\$375,499	\$385,915		\$400,842	\$395,874		\$395,874
<b>Planned Reserve Amount to be Used (NEW)</b>					\$90,000		\$90,000
<b>Non-Fee Revenue (list Individually)</b>							
Charter Revenue	\$158,375	\$173,789		\$150,056	\$182,478		\$182,478
Emory Shuttle Fall/Spring - Institute Allocatio	\$95,326	\$94,628		\$95,085	\$101,466		\$101,466
Emory Shuttle Fall/Spring - Emory Allocation	\$38,521	\$43,502		\$47,543	\$49,976		\$49,976
Emory Shuttle/Summer - Institute Allocation					\$34,740		\$34,740
Emory Shuttle/Summer - Emory Allocation					\$17,111		\$17,111
Transit Advertising	\$9,530	\$10,270		\$11,000	\$21,000		\$21,000
Interest Income	\$10,668	\$5,799		\$11,936	\$5,984		\$5,984
Institute Allocation (Stinger/Trolley/Zipcar)	\$507,578	\$607,578		\$667,578	\$727,578		\$727,578
Institute Allocation (Midnight Rambler)	\$18,500						
<b>Total Revenue</b>	<b>\$ 4,060,942</b>	<b>\$ 4,467,393</b>	<b>\$ -</b>	<b>\$ 4,538,261</b>	<b>\$4,772,571</b>	<b>\$ -</b>	<b>\$ 4,772,571</b>
<b>Net Revenue</b>	<b>\$ 4,060,942</b>	<b>\$ 4,467,393</b>	<b>\$ -</b>	<b>\$ 4,538,261</b>	<b>\$ 4,772,571</b>	<b>\$ -</b>	<b>\$ 4,772,571</b>
<b>Expenditures</b>							
Personal Services (Including Fringes)	\$757,070	\$778,816		\$858,431	\$902,882		\$902,882
Travel	\$6,998	\$4,654		\$6,120	\$8,500		\$8,500
Supplies and Materials	(\$118,787)	(\$104,843)		\$53,000	\$72,117		\$72,117
Repairs and Maintenance	\$42,691	\$33,833		\$40,290	\$43,946		\$43,946
Telecommunications	\$9,029	\$8,402		\$10,342	\$8,741		\$8,741
Depot Lease	\$23,309	\$24,009		\$24,480	\$24,970		\$24,970
Transit Advertising	\$4,000	\$3,000		\$4,500	\$10,000		\$10,000
Contracted Services	\$2,873,688	\$3,009,295		\$3,216,561	\$3,445,168		\$3,445,168
Equipment Non-capitalized/LED Solar Signage	\$19,764	\$13,948		\$14,125	\$11,125		\$11,125
Institute Overhead - New FY09	\$76,204	\$88,305		\$90,325	\$89,268		\$89,268
Auxiliary Tech Support & Administration	\$75,351	\$88,305		\$64,726	\$69,086		\$69,086
Operation and Maintenance of Facilities	\$105	\$2,219		\$2,733	\$2,788		\$2,788
Utilities	\$5,445	\$5,530		\$5,749	\$6,045		\$6,045
Stingerette Sign Enhancements				\$27,000			
<b>Total Expenditures</b>	<b>\$ 3,774,867</b>	<b>\$ 3,955,473</b>	<b>\$ -</b>	<b>\$ 4,418,381</b>	<b>\$ 4,694,636</b>	<b>\$ -</b>	<b>\$ 4,694,636</b>
<b>Surplus (Deficit)</b>	<b>\$ 286,075</b>	<b>\$ 511,920</b>	<b>\$ -</b>	<b>\$ 119,880</b>	<b>\$ 77,936</b>	<b>\$ -</b>	<b>\$ 77,936</b>
<b>Less: Depreciation</b>	<b>\$ 53,019</b>	<b>\$ 65,093</b>		<b>\$ 61,573</b>	<b>\$ 77,549</b>		<b>\$ 77,549</b>
<b>Net Income After Depreciation</b>	<b>\$ 233,056</b>	<b>\$ 446,827</b>		<b>\$ 58,307</b>	<b>\$ 387</b>		<b>\$ 387</b>
<b>Cumulative Fund Balance</b>	<b>\$ 1,256,217</b>	<b>\$ 809,390</b>		<b>\$ 751,083</b>	<b>\$ 750,696</b>		<b>\$ 750,310</b>
<b>% of Revenue Expended</b>	<b>92.96%</b>	<b>88.54%</b>	<b>#DIV/0!</b>	<b>97.36%</b>	<b>98.37%</b>	<b>#DIV/0!</b>	<b>98.37%</b>

- (A, B) The actual data for FY 2012 and FY2013 should agree to the general ledger as included in the respective Annual Financial Reports.
- (C) FY 2014 Current Budget represents the currently approved amendment.
- (D) FY 2015 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase.  
The budget will consist of enrollment increases.
- (E) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (F) FY 2015 Proposed Budget will be the sum of FY 2015 Projected Budget w/o Fee Increase plus Rate Increase.

**Fiscal Year 2015**

**Financial Data**

Detail of Revenue Projection

Transportation

(Insert Fee Name)

Institution:

Georgia Institute of Technology

Fee Detail	A		C		D	E	F	
	FY 2012 Actual Rate	FY 2013 Actual Rate	FY 2014 Current Rate	FY 2014 Number of Participants	FY 2015 Number of Participants	= A x C  Projected FY 2015 Revenue with Current Rate	FY 2015 Proposed Rate	= C x E  Projected FY 2015 Revenue with Proposed Rate
Fall/Spring FY2014				Fall/ Spring	Fall/Spring			
0 - 4 credit hours	76	81	81	1,245	1,245	\$100,845	81	\$100,845
5 - 8 credit hours	76	81	81	1,712	1,704	\$138,024	81	\$138,024
9 - 12 credit hours	76	81	81	7,304	7,295	\$590,895	81	\$590,895
Full-time	76	81	81	28,680	28,600	\$2,316,600	81	\$2,316,600
<b>Total</b>				<b>38,941</b>	<b>38,844</b>	<b>\$3,146,364</b>		<b>\$3,146,364</b>
Summer FY2014								
0 - 4 credit hours	48	51	54	740	710	\$38,340	54	\$38,340
5 - 8 credit hours	48	51	54	2,495	2,409	\$130,086	54	\$130,086
9 - 12 credit hours	48	51	54	1,700	1,712	\$92,448	54	\$92,448
Full-time	48	51	54	2,488	2,500	\$135,000	54	\$135,000
<b>Total</b>				<b>7,423</b>	<b>7,331</b>	<b>\$395,874</b>		<b>\$395,874</b>
<b>TOTAL</b>					<b>46,175</b>	<b>\$3,542,238</b>		<b>\$3,542,238</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).