

Mandatory Fee Request Form
Fiscal Year 2016 Budget

Institution Name: Georgia Institute of Technology

Section I

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

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 160	\$ -	\$ 160	0.0%
(Summer) \$ 107	\$ -	\$ 107	0.0%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 6,784,962	46,821	\$ -	\$ 6,980,129

What is the purpose/use of this fee? (Attach additional documentation as necessary)
 Please see attached narrative.

How will the incremental revenue be used? (Attach additional documentation as necessary)
 Please see 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, 2014	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 8,785,928	\$ 7,936,761	90%

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

Available Fund Balance Information as of June 30, 2014

3,934,002	Fund Balance per General Ledger
409,761	Encumbered funds as of June 30, 2014
250,915	Reserved for Renewals and Replacements as of June 30, 2014
3,273,326	Available Fund Balance as of June 30, 2014

Provide explanations for planned uses of available Fund Balance:
 Renovations to allergy & immunization space, planned expansion to Health Services building, the addition of a satellite clinic, server replacements, xray and pharmacy equipment replacement, and clinic equipment replacement totaling \$4.8M between FY14 and FY24. This total includes plans for financing building expansion totaling \$2.5M across FY16 and FY17, and construction of a satellite clinic in FY15 for \$320k.

Section III

Questions and Answers:

(1) Is this fee required for all students regardless of the number of credit hours taken? No
 If no, please explain.
 Per Ga Tech fee policy, required for students taking 4 or more credit hours.

(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? Yes
 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.

(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 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.

Mandatory Fee

Fiscal Year 2016

Financial Data

Health Services

(Insert Fee Name)

Institution: _____

	A	B	B1	C	D	E	F
			FY 2015		FY 2016	= (F - D)	FY 2016
			Budget	FY2015	Projected	Revenue	Proposed
	FY 2013	FY 2014	Proposed to	Current	Budget	Generated by	Budget
	Actual	Actual	Fee Comm.	Budget	w/o Fee Increase	Rate	w/ Fee Increase
						Increase	
Revenue							
Fee Revenue	\$6,694,591	\$6,895,637		\$6,784,962	\$6,980,129		\$6,980,129
Planned Reserve Amount to be Used (NEW)							
Non-Fee Revenue (list Individually)							
Clinic & Pharmacy	\$1,204,462	\$1,791,596		\$1,140,137	\$1,827,428		\$1,827,428
Psychiatry Clinic	\$32,273	\$40,547		\$40,000	\$41,358		\$41,358
Dental Space Lease	\$31,849	\$42,224		\$39,468	\$42,468		\$42,468
Interest Income	\$14,095	\$15,924		\$14,095	\$16,879		\$16,879
Total Revenue	\$ 7,977,270	\$ 8,785,928	\$ -	\$ 8,018,662	\$ 8,908,262	\$ -	\$ 8,908,262
Cost of Goods Sold							
Net Revenue	\$ 7,977,270	\$ 8,785,928	\$ -	\$ 8,018,662	\$ 8,908,262	\$ -	\$ 8,908,262
Expenditures							
Personal Services (Including Fringes)	\$5,007,147	\$5,390,207		\$5,879,864	\$6,724,304		\$6,724,304
Travel	\$35,959	\$30,178		\$32,900	\$33,558		\$33,558
Supplies and Materials	\$222,363	\$253,819		\$299,905	\$304,874		\$304,874
Repairs and Maintenance	\$17,940	\$11,906		\$88,462	\$90,231		\$90,231
Telecommunications	\$47,452	\$50,695		\$52,740	\$51,709		\$51,709
Contracted Services	\$381,933	\$390,110		\$333,531	\$340,202		\$340,202
Lease Payments (Debt Service)							
Software							
Equipment Non-capitalized	\$6,384	\$43,122		\$78,000	\$79,560		\$79,560
Equipment Capitalized							
Scholarships							
Auxiliary Services Administration	\$316,206	\$427,683		\$380,702	\$479,461		\$479,461
Plant Allocation							
Other Expenses, please list if significant.							
Institute Overhead	\$150,239	\$158,481		\$160,927	\$151,529		\$151,529
Pharmacy Supplies	\$534,199	\$873,643		\$554,000	\$891,118		\$891,118
Operation & Maintenance of Fac	\$183,208	\$202,316		\$192,550	\$196,401		\$196,401
Utilities	\$111,781	\$104,601		\$113,440	\$113,420		\$113,420
Encumbrances							
Total Expenditures	\$ 7,014,811	\$ 7,936,761	\$ -	\$ 8,167,021	\$ 9,456,367	\$ -	\$ 9,456,367
Encumbrances	\$ 40,850	\$ 78,610	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 154,155	\$ 190,406	\$ -	\$ 165,242	\$ 201,628	\$ -	\$ 201,628
Surplus (Deficit)	\$ 767,454	\$ 580,151	\$ -	\$ (313,601)	\$ (749,733)	\$ -	\$ (749,733)
Cumulative Fund Balance		\$ 3,273,326					
% of Revenue Expended	87.93%	90.33%	#DIV/0!	101.85%	106.15%	#DIV/0!	106.15%

Mandatory Fee

Fiscal Year 2016

Financial Data

Detail of Revenue Projection

Health Services

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A		B		C		D = A x C		E		F = C x E	
Fee Detail	FY 2013 Actual Rate	FY 2014 Actual Rate	FY 2015 Current Rate	FY 2015 Number of Participants	FY 2016 Number of Participants	Projected FY 2016 Revenue with Current Rate	FY 2016 Proposed Rate	Projected FY 2016 Revenue with Proposed Rate				
Fall / Spring												
0-4 credit hours	154	160	160	151	153	\$24,444	160	\$24,444				
5-8 credit hours	154	160	160	1658	1681	\$268,886	160	\$268,886				
9-12 credit hours	154	160	160	7688	7792	\$1,246,652	160	\$1,246,652				
Full Time	154	160	160	28191	28569	\$4,571,058	160	\$4,571,058				
Total	154	160	160	37688	38194	\$6,111,040	160	\$6,111,040				
Summer												
0-4 credit hours	103	107	107	27	27	\$2,836	107	\$2,836				
5-8 credit hours	103	107	107	296	292	\$31,200	107	\$31,200				
9-12 credit hours	103	107	107	1372	1352	\$144,654	107	\$144,654				
Full Time	103	107	107	5031	4957	\$530,399	107	\$530,399				
Total	103	107	107	6726	6627	\$709,089	107	\$709,089				
Language Institute	76	80	80	440	2000	\$160,000	80	\$160,000				
TOTAL					46821	\$6,980,129		\$6,980,129				

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 2015	FY 2015			
	Current	Projection			Explanation of Variances
	Budget		Three Months	variances	Budget vs Actuals
			Actual	Actual	FY2015
					July 1, 2014 -Present
Revenue					
Fee Revenue					
Fee Revenue - Fall & Spring	\$6,040,673	\$6,221,893	\$3,197,824	\$181,220	Reflects anticipated revenue for remainder of fiscal year
Fee Revenue - Summer	\$709,089	\$845,413	\$286,170	\$136,324	Reflects anticipated revenue for remainder of fiscal year
Fee Revenue - Language Institute	\$35,200	\$35,200	\$23,280	\$0	
Planned Reserve Amount to be Used (NEW)					
Non-Fee Revenue (list Individually)					
Clinic & Pharmacy	\$1,180,137	\$1,737,422	\$262,627	\$557,285	Reflects anticipated revenues from increased pharmacy volume
Dental Space Lease	\$39,468	\$42,224	\$7,078	\$2,756	
Interest Income	\$14,095	\$23,886	\$9,115	\$9,791	Interest income based on cash balance
Misc		\$143,614	\$11	\$143,614	Reflects increased revenues from insurance reimbursements.
Total Revenue	\$8,018,662	\$9,049,652	\$3,786,105	\$1,030,990	
Expenditures					
Personal Services (Including Fringes)	\$5,879,864	\$5,879,864	\$1,425,977	\$0	
Travel	\$32,900	\$32,900	\$7,122	\$0	
Supplies and Materials	\$299,905	\$299,905	\$72,096	\$0	
Repairs and Maintenance	\$88,462	\$12,263	\$3,081	-\$76,199	Reflects projected decrease in needed equipment repairs.
Telecommunications	\$52,740	\$52,740	\$9,701	\$0	
Contracted Services	\$333,531	\$403,286	\$197,033	\$69,755	
Lease Payments (Debt Service)	\$0	\$0	\$0	\$0	
Software	\$0	\$0	\$0	\$0	
Equipment Non-capitalized	\$78,000	\$78,000	\$0	\$0	
Equipment Capitalized	\$0	\$0	\$0	\$0	
Scholarships	\$0	\$0	\$0	\$0	
Auxiliary Services Administration	\$380,702	\$380,702	\$107,247	\$0	
Plant Allocation	\$0	\$0	\$0	\$0	
Other Expenses, <i>please list if significant.</i>					
Pharmacy Supplies	\$554,000	\$891,116	\$546,287	\$337,116	Due to increase pharmacy volumes and increased OTC sales
Institute Overhead	\$160,927	\$160,927	\$0	\$0	
Operation & Maintenance of Facilities	\$63,430	\$63,430	\$11,586	\$0	
Utilities	\$113,440	\$113,188	\$28,297	-\$252	Reflects projected decrease is utilities
Depreciation	\$165,242	\$201,628	\$50,407	\$36,386	New pieces of radiology equipment were purchased in FY14.
Other Expenses, <i>please list if significant.</i>	\$129,119	\$152,052	\$33,918	\$22,933	Includes increases for misc operating expenses.
Total Expenditures	\$8,332,262	\$8,722,001	\$2,492,752	\$389,739	

Campus Services Department - STUDENT HEALTH SERVICES
10 Year Capital Plan FY2015

Date: 5/8/2014

Description	Plant Fund		Projection		FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total 10 Year Plan
	FY2014	FY2014	N#	P#											
A Capital Expend From R&R/Depr Reserve															
Space Renovation - Includes FY13 Carry Over	184,608	184,608													0
Renovate Womens Health - FY13 Carry Over	16,811	16,311													0
IT infrastructure	165,372	359,403							359,403						359,403
Replace X-ray tube on existing equipment	15,000	0	1	2	15,000						15,000				30,000
Replace X-ray Equipment				2	80,000										80,000
Replace Colposcope						9,000									9,000
Replace Autoclave						15,000						15,000			30,000
Replace Pharmacy Refrigerator											9,500				9,500
Replace Hematology Analyzer										85,000					85,000
Renovate Women's Health											30,000				30,000
X-Ray Processor							350,000							350,000	700,000
Ultrasound Machine					40,000										40,000
Sub Total Capital Exp From R&R/Depr Res	381,791	560,322			135,000	24,000	350,000	0	359,403	85,000	54,500	15,000	0	350,000	1,372,903
Less Funds From Outside Sources															
Sub Total Capital Exp - Auxiliary	381,791	560,322			135,000	24,000	350,000	0	359,403	85,000	54,500	15,000	0	350,000	1,372,903
B Capital Expend From Surplus Reserve															
Space Modification - construction North Ave Clinic	100,000	0	3		300,000						500,000				800,000
Space Modification - furniture/equip North Ave Clinic				4	20,000										20,000
Office Furniture	3,366	3,366													0
Allergy Clinic Renovation	203,001	67,667	5	1	135,334										135,334
Building Expansion				6		1,250,000	1,250,000								2,500,000
															0
															0
Sub Total Capital Exp From Surplus	306,367	71,033			455,334	1,250,000	1,250,000	0	0	0	500,000	0	0	0	3,455,334
Total Capital Plan Auxiliary Services	688,158	631,355			590,334	1,274,000	1,600,000	0	359,403	85,000	554,500	15,000	0	350,000	4,828,237
Total Cap Plan Auxiliary & Outside Sources	688,158	631,355			590,334	1,274,000	1,600,000	0	359,403	85,000	554,500	15,000	0	350,000	4,828,237

C Cash Flow Analysis	
R&R / Depreciation Reserve 07/01/13	621,278
Surplus Reserve 07/01/13	3,245,131
Funds Available	3,866,409
Less Projected FY2014 Plant Funds	(631,355)
Funds / Cash Flow Balance June 30, 2014	3,235,054

Must tie to Funding Plan (Next Tab)

D Operating Expenses In Budget

Must Tie To FY2015 Operating Budget

Equipment < \$5K and Renos < \$100K

	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Computer/printer upgrades	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	350,000
Small medical equipment		5,000			5,000		8,000				18,000
Furniture replacement (public areas)					10,000						10,000
Furniture replacement (offices)		20,000			7,500			7,500			35,000
Equipment - Gyn - Women's Clinic	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	20,000
Exam room tables			3,000			3,000			3,000		9,000
EKG machine	5,000			10,000				10,000			25,000
Blood pressure equipment		6,000				6,000			6,000		18,000
Ice Machine - Nursing		3,000					3,000				6,000
Treatment room equipment		3,000			3,000			3,000			9,000
Health Promotion equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
Spirometer			10,000		4,000						14,000
Oto/Ophthalmoscopes		5,000									5,000
Building Interior repairs (paint, floors)	25,000		10,000			10,000			10,000		55,000
Elevator refurbishment					6,000				6,000		12,000
Laboratory equipment				2,500			2,500			2,500	7,500
Carpet-public space replacement						93,000					93,000
Environmental Services equipment		5,000		5,000			5,000			5,000	20,000
X-Ray Cassettes		2,800				2,800			2,800		8,400
Small renovations/painting	10,000		10,000		10,000		10,000		10,000		50,000
Total Operating Expenses in Budget	78,000	87,800	71,000	55,500	83,500	152,800	66,500	58,500	75,800	45,500	774,900

N# - Corresponds to number on narrative.

P# - Project Priority

**GEORGIA INSTITUTE OF TECHNOLOGY
MANDATORY FEES REQUESTED FOR FISCAL YEAR 2016**

Mandatory Fee:	Health Services
Current Fee Level FY15:	\$160 Fall/Spring – Summer \$107
Proposed Fee Level FY16:	
FY 2014 Total Revenue:	\$6,895,832 Health Fee Revenue
	\$8,785,928 Total Revenue
Fee Review Organization:	Student Health Advisory Committee

Current Use of Revenue:

Health Services is multispecialty, ambulatory center that provides healthcare and health education to students and their spouses/domestic partners. Our state-of-the-art, 40,000-square-foot facility within the Joseph Brown Whitehead Building, provides primary care, women's health, psychiatry, travel, immunization and allergy care. There is on-site pharmacy, laboratory and radiology as well as nutrition services. Our staff consists of board certified physicians and certified nurse practitioners and physician assistants. Our professional staff also includes registered nurses, medical assistants, pharmacists, health educators, and laboratory and radiology technologists. Appointments are required for most services.

General Services Covered by the Health Fee

- Unlimited visits to a clinician in Primary Care and Women's Health. Limited visits to Psychiatry.
- Other services include
 - X-ray/interpretation by radiologist
 - Consultations with a pharmacist
 - EKG
 - Travel Clinic consultations
 - Urgent care & first aid
 - Flu shots
 - Some lab tests
 - Pregnancy testing
 - Health Promotion services
 - Blood pressure screening

The health fee allows the following services to be offered at a low cost:

- Psychiatry Clinic
- Laboratory testing
- Allergy Clinic
- Prescriptions

- HIV testing
- Gynecological testing
- Medical/orthopedic supplies
- Nutrition consultations
- Travel medications

Students may receive services based on enrollment at Georgia Tech and payment of the health fee or on a fee-for-service basis. Students taking 4 hours or more are automatically assessed this fee and are eligible for care upon registration. Students taking less than 4 hours, taking a semester off from class or participating in a cooperative program may receive services by paying the health fee or on a fee-for-service basis. Students' spouses and domestic partners are also eligible with payment of the health fee or on a fee-for-service basis.

Explanation of Fiscal 2016 Fee Request:

Consequences If Request is Not Approved: