

**Mandatory Fee Request Form**  
Fiscal Year 2017

Institution Name: Georgia Institute of Technology  
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**Section I**

Name of Fee: Student Activity Fee  
 Type of Fee: Activity PPV Fee? No  
 New fee or existing fee? Existing  
 Fund Code: 13095 Revenue Account Code(s): 408100, 408102, 408103, 408104, 408522, 408523, 408526, 408527

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 123	\$ -	\$ 123	0%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 5,275,358	46,581	\$ -	\$ 5,329,791

**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)**

The Student Activity Fee is administered by the Student Government Association. The fee funds various student organizations benefiting students such as the Campus Recreation Center operations, Student Center, Student Publications, WREK Radio, DramaTech, Student Organizations Finance Office, and sports clubs, cultural clubs and special interest groups. Funding includes personal service expenses, travel and operating supplies and equipment.

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

**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
	\$ 5,730,357.00	\$ 4,750,443.18	83%

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

**Available Fund Balance Information as of June 30, 2015**

\$ 1,379,270.00	Fund Balance per General Ledger
\$ 75,322.41	Encumbered funds as of June 30, 2015
\$ 881,960.00	Reserved for Renewals and Replacements as of June 30, 2015
\$ 421,987.59	Available Fund Balance as of June 30, 2015

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

Available fund balance is allocated by SGA to student organizations during the fiscal year. Student Organizations submit requests for funding (bills) to SGA that go through a vote process. Funding can be requested for special events, speakers, student travel to national organization conferences, sports clubs tournaments, supplies, campus events, etc.

## Mandatory Fee Request Form

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.** No  
 Students taking 4 hours or less are not required to pay this fee

(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
<b># of Exemptions/Waivers</b>				
<b>Amount</b>				

(3) Is this fee being used to cover employee travel? If yes, please explain.  
 Yes. This fee is used supports the Graduate and Undergraduate Conference Fund - which provides a supplement to students, student assistant, GRA's, etc., to present or attend conferences in their fields of study. Students request funding and this goes through an approval process.

4) What positions, if any, are being funded through this fee? Please list the positions.  
 There are several positions funded by this fee. Please see attached. This fee also funds many student assistants.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? No  
 If yes, please explain.

(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?

As a mandatory fee, all students are aware of this fee. No increase is requested for the Student Activity Fee. It was discussed within SGA (Graduate and Undergraduate) and due to their analysis this fee would remain at the current level. All students were informed and SGA officers are elected by the student body to represent them.

(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.**

This fee was not put before the Committee for a vote. It was determined that a request would not be made for an increase in FY2017

**(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.

## Mandatory Fee

Fiscal Year 2017

### Financial Data

Student Activity Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A		B	C	D	E	F
	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	FY 2017
	Actual	Actual		Current	Planned	Generated by	Proposed
				Projections	Budget	Rate	Budget
					w/o Fee Increase	Increase	w/ Fee Increase
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	\$5,022,020	\$5,096,513		\$4,762,774	\$5,329,791	\$0	\$5,329,791
Non-Mandatory Student Fees							0
<b>Sales &amp; Services</b>							
Fines							0
Housing Rental Income							0
Other Rental Income							0
Meal Plan Sales							0
Other Food Service Sales							0
Athletic Ticket Sales							0
Game Guarantees							0
Athletic Camps							0
Other Athletic Revenue							0
Health Services							0
Non-Student Parking & Transportation							0
Advertising Revenue							0
Commissions							0
Bookstore & Gift shop Sales							0
Other Sales & Services							0
<b>Miscellaneous Revenues</b>							
Gifts							0
Other Miscellaneous Revenues	21,129	30,427					0
Planned Reserve Amount to be Used	746,746	603,417		512,584			
<b>Total Revenue</b>	<b>\$ 5,789,895</b>	<b>\$ 5,730,357</b>		<b>\$ 5,275,358</b>	<b>\$ 5,329,791</b>	<b>\$ -</b>	<b>\$ 5,329,791</b>
<b>Expenditures</b>							
<b>Personal Services</b>							
Salaries - Faculty/Staff	1,425,908	1,457,848		1,329,128	1,370,000		1,370,000
Salaries - Students	1,103,230	1,170,208		1,719,145	1,720,000		1,720,000
Fringe Benefits	400,640	427,439		476,118	477,000		477,000
Plant Allocations							0
<b>Travel</b>							
Travel - Employee	98,199	89,985		124,000			0
Travel - Non-Employee	51,717	56,908					0
<b>Operating Supplies and Expenses</b>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	502,570	492,161		1,626,967	1,755,165		1,755,165
Repairs and Maintenance	44,932	73,845					0
Utilities							0
Rental Payments (Non-Real Estate)	160,370	149,616					0
Insurance							0
Software	20,541	516					0
Equipment (Small Value)	49,551						0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services	238,889	387,757					0
Telecommunications	42,262	42,373					0
Scholarships							0
Other Operating Expenses	473,831	386,776					0
Plant Allocations							0
<b>Equipment/Capital Outlay</b>							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase		15,010					0
Equipment Purchase							0
Building and Facilities Renovation & Improvement							0
<b>Total Expenditures</b>	<b>\$ 4,612,640</b>	<b>\$ 4,750,443</b>		<b>\$ 5,275,358</b>	<b>\$ 5,322,165</b>	<b>\$ -</b>	<b>\$ 5,322,165</b>
<b>Surplus (Deficit)</b>	<b>\$ 1,177,255</b>	<b>\$ 979,914</b>		<b>\$ -</b>	<b>\$ 7,626</b>	<b>\$ -</b>	<b>\$ 7,626</b>
<b>Cumulative Fund Balance</b>	<b>\$ 1,177,255</b>	<b>\$ 979,914</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>% of Revenue Expended</b>	<b>80%</b>	<b>83%</b>		<b>100%</b>	<b>100%</b>	<b>#DIV/0!</b>	<b>100%</b>

**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.

## Mandatory Fee

Fiscal Year 2017

### Financial Data

Detail of Revenue Projection  
Student Activity 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		
<b>Fall Semester</b>													
Dual Enrolled	0	0	0				\$ -			\$ -			
0-4 credit hours	123	123	123	59	517		\$ 63,591	123		\$ 63,591			
5-8 credit hours	123	123	123	840	885		\$ 108,855	123		\$ 108,855			
9-12 credit hours	123	123	123	4,232	4,610		\$ 567,030	123		\$ 567,030			
Full-time	123	123	123	14,788	14,826		\$ 1,823,598	123		\$ 1,823,598			
<b>Fall Semester Total</b>				19,919	20,838		2,563,074					2,563,074	
<b>Spring Semester</b>													
Dual Enrolled	0	0	0				\$ -			\$ -			
0-4 credit hours	123	123	123	59	400		\$ 49,200	123		\$ 49,200			
5-8 credit hours	123	123	123	826	900		\$ 110,700	123		\$ 110,700			
9-12 credit hours	123	123	123	3,708	4,141		\$ 509,343	123		\$ 509,343			
Full-time	123	123	123	13,696	13,750		\$ 1,691,250	123		\$ 1,691,250			
<b>Spring Semester Total</b>				18,289	19,191		2,360,493					2,360,493	
<b>Summer Semester</b>													
Dual Enrolled	0	0	0				\$ -			\$ -			
0-4 credit hours	62	62	62	132	137		\$ 8,494	62		\$ 8,494			
5-8 credit hours	62	62	62	2,430	2,467		\$ 152,954	62		\$ 152,954			
9-12 credit hours	62	62	62	1,633	1,601		\$ 99,262	62		\$ 99,262			
Full-time	62	62	62	2,436	2,347		\$ 145,514	62		\$ 145,514			
<b>Summer Semester Total</b>				6,631	6,552		406,224					406,224	
<b>Fiscal Year Total</b>				<b>44,839</b>	<b>46,581</b>		<b>5,329,791</b>				<b>5,329,791</b>		

**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).

**Mandatory Fee**

**Fiscal Year 2017**

**Financial Data**

**Student Activity Fee**

(Insert Fee Name)

FY2016 - POSITIONS PARTIALLY OR FULLY FUNDED BY STUDENT ACTIVITY FEE

- Admin Professional II
- Admin Professional II
- Admin Professional III
- Admin Professional Sr
- Admin Professional Sr
- Aquatic Coordinator
- Assc Dir-Student Ctr Ops & Fac
- Assc Dir-Student Ctr Programs
- Asst Dir-CRC
- Asst Dir-CRC
- Asst Dir-CRC
- Communications Officer I
- Communications Officer I
- Communications Officer I
- Comp Sports Coord-Ops
- Custodial Supv II
- Dir-Student Center
- Dir-Student Center
- Event Coordinator I
- Facilities Mgr II
- Financial Admin I
- Financial Admin I
- Information Desk Coord
- IT Support Prof Sr
- Outdoor Recreation Coord
- Staging Specialist I
- Staging Specialist I
- Staging Specialist II
- Student Center Ops Mgr
- Student Center Program Adv Sr
- Student Ctr Program Adv
- Student Ctr Program Adv
- Student Assistants
- Graduate Assistants
- Fringe Benefits

## Mandatory Fee

Fiscal Year 2017

## Financial Data

### Student Activity Fee

(Insert Fee Name)

Institution: \_\_\_\_\_

Georgia Institute of Technology

	A	B	C	D	E	F
	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 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>						
<i>Fee Revenue</i>	5,022,020	5,096,513	4,762,774	5,329,791	-	5,329,791
<i>Sales &amp; Services</i>	0	0	0	0		0
<i>Miscellaneous Revenues</i>	767,875	633,844	512,584	0		0
<b>Total Revenue</b>	<b>\$ 5,789,895</b>	<b>\$ 5,730,357</b>	<b>\$ 5,275,358</b>	<b>\$ 5,329,791</b>		<b>\$ 5,329,791</b>
<b>EXPENSES</b>						
<i>Personal Services</i>	2,929,777	3,055,495	3,524,391	3,567,000		3,567,000
<i>Travel</i>	149,916	146,893	124,000	0		0
<i>Operating Supplies and Expenses</i>	1,532,946	1,533,045	1,626,967	1,755,165		1,755,165
<i>Equipment/Capital Outlay</i>	0	15,010	0	0		0
<b>Total Expenditures</b>	<b>\$ 4,612,640</b>	<b>\$ 4,750,443</b>	<b>\$ 5,275,358</b>	<b>\$ 5,322,165</b>		<b>\$ 5,322,165</b>
<b>Surplus (Deficit)</b>	<b>\$ 1,177,255</b>	<b>\$ 979,914</b>	<b>\$ -</b>	<b>\$ 7,626</b>		<b>7,626</b>
<b>Cumulative Fund Balance</b>	<b>\$ 1,177,255</b>	<b>\$ 979,914</b>	<b>\$ -</b>	<b>\$ -</b>		<b>0</b>
<b>% of Revenue Expended</b>	<b>79.7%</b>	<b>82.9%</b>	<b>100.0%</b>	<b>99.9%</b>		<b>99.9%</b>

**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.

## Mandatory Fee

Fiscal Year 2017

### Line Items as Percentage of Totals

Student Activity Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	F
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection
	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>					
<i>Fee Revenue</i>	87%	89%	90%	100%	100%
<i>Sales &amp; Services</i>	0%	0%	0%	0%	0%
<i>Miscellaneous Revenues</i>	13%	11%	10%	0%	0%
<b>Total Revenue</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>EXPENSES</b>					
<i>Personal Services</i>	64%	64%	67%	67%	67%
<i>Travel</i>	3%	3%	2%	0%	0%
<i>Operating Supplies and Expenses</i>	33%	32%	31%	33%	33%
<i>Equipment/Capital Outlay</i>	0%	0%	0%	0%	0%
<b>Total Expenditures</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Mandatory Fee

Fiscal Year 2017

### Year over Year % Change

Student Activity Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	F
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection
	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>					
<i>Fee Revenue</i>		1%	-7%	12%	12%
<i>Sales &amp; Services</i>		0%	0%	0%	0%
<i>Miscellaneous Revenues</i>		-17%	-19%	-100%	-100%
<b>Total Revenue</b>		<b>-1%</b>	<b>-8%</b>	<b>1%</b>	<b>1%</b>
<b>EXPENSES</b>					
<i>Personal Services</i>		4%	15%	1%	1%
<i>Travel</i>		-2%	-16%	-100%	-100%
<i>Operating Supplies and Expenses</i>		0%	6%	8%	8%
<i>Equipment/Capital Outlay</i>		0%	-100%	0%	0%
<b>Total Expenditures</b>		<b>3%</b>	<b>11%</b>	<b>1%</b>	<b>1%</b>
<b>Surplus (Deficit)</b>		-17%	-100%	0%	0%
<b>Cumulative Fund Balance</b>		-17%	-100%	0%	0%
<b>% of Revenue Expended</b>		4.1%	20.6%	0%	0%